

# **Accounts Receivable Part Two**

**Student Guide**

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# **Receipts - Introduction**

## **Chapter 1**



## Receipts - Introduction

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### **Section Objectives**

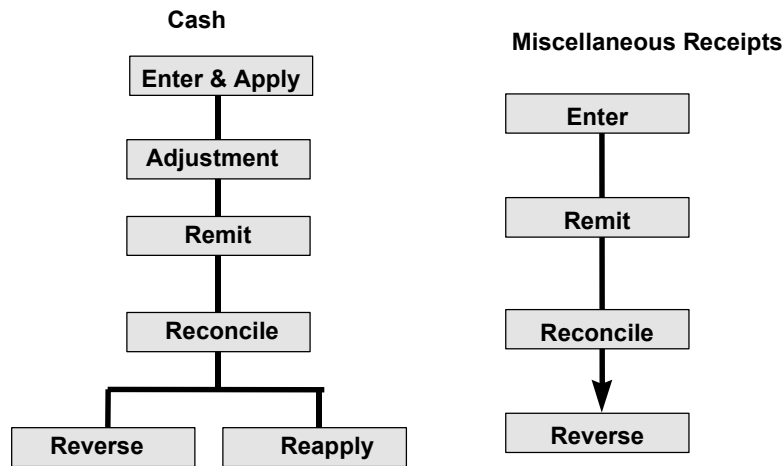
At the end of this section, you should be able to:

- Discuss the basic concepts of receipts within Receivables.

## Entering Standard and Miscellaneous Receipts Manually

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### Entering Standard and Miscellaneous Receipts Manually



This is to show the responsibility for each step.

Responsibilities	Step	Cash	Misc. Cash
AR DELPHI Controller	1	Enter & Apply	Enter
AR Accounting Supervisor	2	Adjust	
AR Lead Accounting Technician	3	Remit	Remit
AR Accounting Technician	4	Reconcile	Reconcile
	5	Reverse	Reverse
	6	Reapply	

# Receipt Types

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## Receipt Types

There are two types of receipts:

- Use cash receipts to record receipts from customers to pay for past or future debit items.
- Use miscellaneous receipts to record receipts not related to the organization's usual transaction activity

## Receipt Statuses

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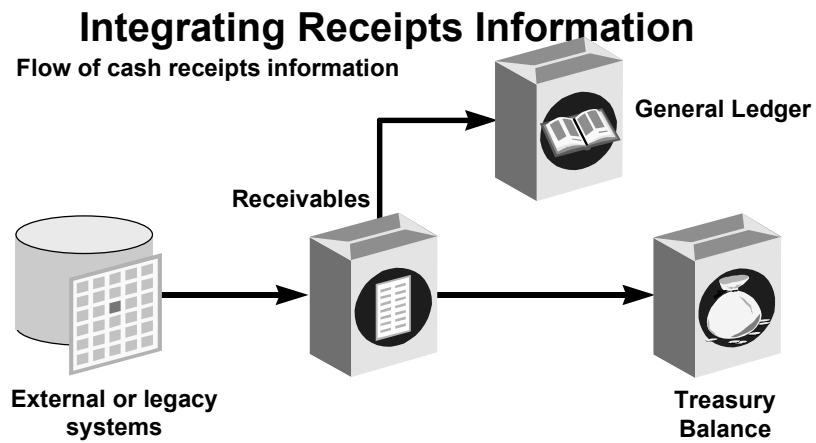
### **Receipt Statuses**

Five receipt statuses are available:

- Applied – Receipt is used to pay or reduce a specific debt for a customer.
- On-Account – Receipt is applied to customer account but not against a specific debt.
- Unapplied Amount - The customer is identified but the receipt amount has not been applied or placed on account.
- Unidentified - The customer and purpose of payment are unknown.
- Reversed – Receipt has been reversed for correction of disbursement or reapplication.

## Integrating Receipts Information

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Data from external/legacy system updates Receivables and General Ledger via interfaces. Cash Operation accountants reconcile receipts against Treasury's balance via FORM 224.

# **Entering Manual Receipts**

## **Chapter 2**

# Entering Manual Receipts

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## Section Objectives

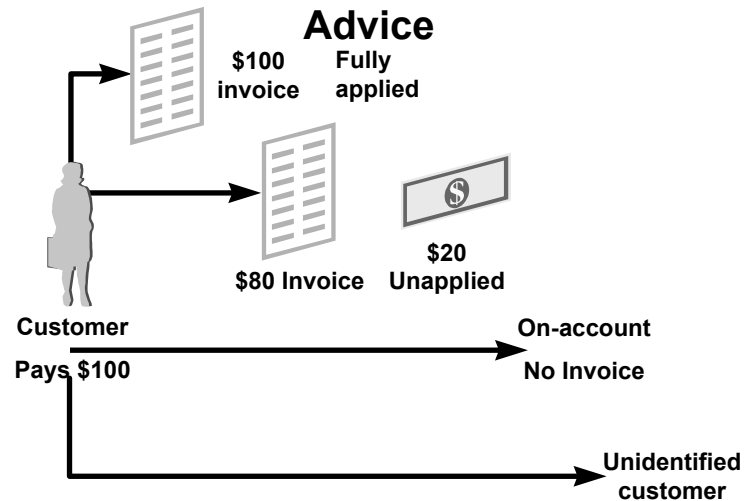
At the end of this section, you should be able to:

- Enter manual receipts
- Reverse and reapply receipts

## Overview

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### Overview of Receipts and Remittance



### Receipt Handling Alternatives

You can handle a receipt from a customer in several ways, depending on the amount of the receipt and the amount owed by the customer. A customer may pay the full amount due for a specific invoice; make a partial payment on a specified invoice; or make a payment on the remaining balance in an account. If the customer does not provide clear and sufficient information, you may not be able to accurately identify the customer and properly apply the receipt.



## Entering Receipt Information

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### Entering Receipt Information

- Determine if payment is for an Invoice, Debit Memo or other type of transaction that would have a receivables entry to match. If so, enter receipt via AR Accounting Supervisor, AR Lead Accounting Technician, or AR Accounting Technician roles.
- If receipt is for an item that is not usually invoiced, such as interest income, FOIA charges, etc., enter receipt in Misc Receipts via AR Accounting Supervisor, AR Lead Accounting Technician, or AR Accounting Technician roles.
- Enter the deposit number (SF215 – Remittance to Treasury or SF5515 – Debit for NSF Check) as the receipt number.
- Enter the SF215 or SF5515 date as the Receipt date and Deposit dates.
- Enter the receipt currency and amount.
- Optionally, specify a transaction number to identify the customer.

### Specifying a Payment Method

- The payment method in the Batch Source field determines the accounting and remittance bank information for the receipt.

### Specifying a Transaction Number

- Identify the customer by using any open invoice number. Receivables displays the customer name and number associated with the invoice and enters the customer in the Applications window by default.
- Receivables does not automatically apply the receipt to this invoice.

## Applying Receipts

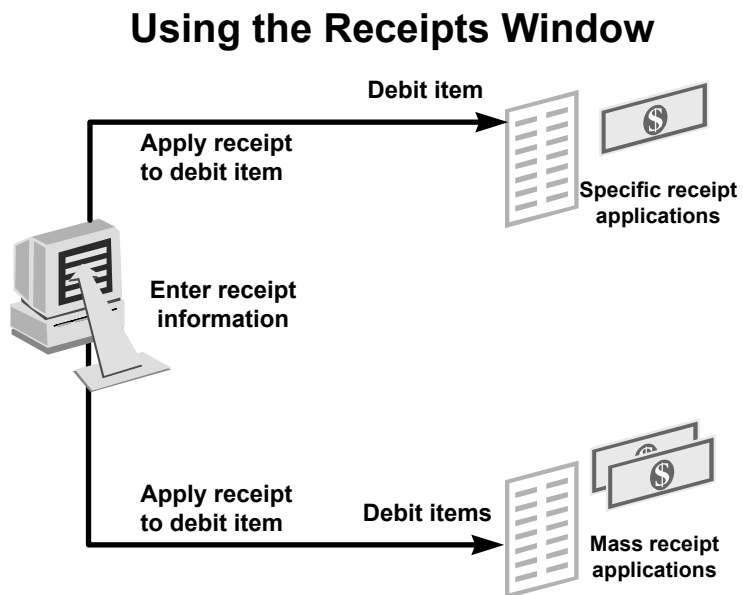
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### **Applying Receipts**

- Apply the receipt to open debit item(s) to reduce the outstanding balance.
- Create adjustments to handle short payments, adjust interest, penalty or admin charges or clean up receivables.
- All users may create adjustments but may not be allowed to approve them based on the level of their adjustment limit.

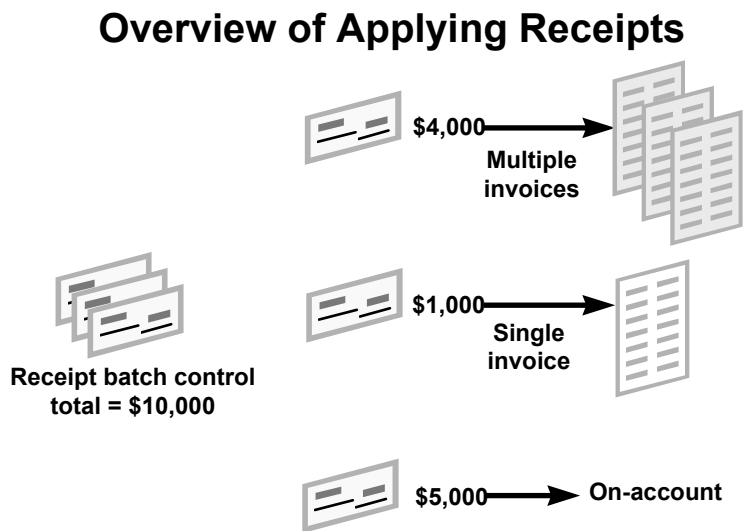
## Using the Receipts Window

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## Overview of Applying Receipts


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## Examples of Receipts Application

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### Example of Receipts Application



Applications		
<u>Invoice</u>	<u>Apply</u>	<u>Remaining Balance</u>
1001	3,000	0
1002	2,000	1,000
AutoAdjustment		(1,000)
		-----
	Remaining Balance	0
		-----
On Account		1,000

### Receipt Application and Chargeback

In this example, a customer made a \$5,000 payment.

The first invoice, number 1001, is fully paid when \$3,000 of the payment is applied to it. The remaining \$2,000 of the payment is applied to invoice 1002, leaving a remaining balance of \$1,000, which will remain on-account until the customer applies the amount against a new invoice or requests a refund.

## Lab 1: Enter a Cash Receipt and Apply It to An Invoice

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### Instructions

Customer entered in the Customer Lab has made a payment of \$3,000.

Assign a receipt number that includes the deposit number plus your *<Unique Identifier>*. (SF 215-999978-00)

Apply this cash receipt to any of the open invoices in the "Original Customer" account.

## Lab 1 Solutions: Enter a Cash Receipt and Apply It to an Invoice

Responsibility = AR Accounting Technician.

N → Receipts → Receipts

1. Enter the required header information. Assign a receipt number SF215-999978-00 and a receipt amount of \$3,000. Select a MFAR Payment method. Tab to the Transaction Code field and select a Transaction Event.
2. Enter the customer name. The location will default in automatically originating from the Bill To location on the Ship To line in your customer setup.

The screenshot shows the 'Receipts (FEDERAL RAILROAD ADMIN)' application window. The 'Cash Receipts' tab is selected. The form contains the following fields and values:

Field	Value
Receipt Number	SF215-999978-00
Currency	USD
Receipt Date	05-FEB-2002
Payment Method	27MFAR-10100100 O,NE
Status	Cleared
Trans Code	[ ]
Receipt Type	Cash
Receipt Amount	3,000.00
GL Date	05-FEB-2002
Document Num	
Functional Amount	3,000.00

Below the tabs, the following fields are visible:

Field	Value
Trans Number	
Customer Name	GIANT DISTRIBUTORS - 00
Taxpayer ID	731234567
Reference	
Comments	
Postmark Date	
Customer Number	14380
Location	36770

The 'Customer Bank' section contains:

Field	Value
Bank Name	
Account Num	

The 'Confirmation' section contains:

Field	Value
Date	
GL Date	

At the bottom, there are four buttons: 'Confirm... 1', 'Reverse... 1', 'Mass Apply', and 'Applications'.

3. Select the (B) Application.
4. Select the Invoice Number from LOV.
5. Tab to the Amount Applied field. The Balance Due on that invoice will default in. Correct if necessary.
6. Ctrl "S" or select the (I) Save to save and submit.

## Entering Miscellaneous Receipt Transactions

### Receipts

Oracle Public Sector Receivables

N → Receipts → Receipts

Receipts

Receipts (FEDERAL RAILROAD ADMIN)

Receipt Number

Currency **USD**

Receipt Date **10-AUG-2002**

Payment Method

Status

Trans Code

Receipt Type **Cash**  
**Misc**

Receipt Amount

GL Date **10-AUG-2002**

Document Num

Functional Amount

[  ]

Customer Remittance Application Summary **Misc Transaction** Reversal Cash Management Notes Receivable

Activity

Paid From

Tax Rate %

Bank Account

Reference Type

Tax Account

Description

Comments

Distribution Set

Tax Code

Tax Amount

Deposit Date **10-AUG-2002**

Reference Num

Confirm... 1 Reverse... 1 Mass Apply Distributions

1. In the Receipts window, select Misc from the dropdown list in the Receipt Type field.



Receipts (FEDERAL RAILROAD ADMIN)

Receipt Number  Receipt Type **Misc**

Currency  Receipt Amount

Receipt Date **10-AUG-2002** GL Date **10-AUG-2002**

Payment Method  Document Num

Status  Functional Amount

Trans Code  [ ]

Customer Remittance Application Summary **Misc Transaction** Reversal Cash Management Notes Receivable

Activity  Distribution Set

Paid From  Tax Code

Tax Rate %  Tax Amount

Bank Account  Deposit Date **10-AUG-2002**

Reference Type  Reference Num

Tax Account

Description

Comments

Confirm... 1 Reverse... 1 Mass Apply Distributions

2. In the Misc Transaction tab, enter the miscellaneous receipt information.

RECEIPTS		
Field Name	Comments	Required?
Receipt Number	Use the Treasury Document Number (SF215-#####) to assist in cash reconciliation	Yes
Receipt Type	Select Misc from Alternative Region.	Yes
Currency	USD	Yes
Receipt Amount	Amount of receipt.	Yes
Receipt Date	Date of receipt. Format dd-mm-yyyy.	Yes
GL Date	System defaults the current GL date. <b><i>The GL date must be in a current open period to process the transaction correctly. If the current date is not in an open period, the default GL Date is the last date of the most recent open period.</i></b>	Yes
Payment Method	Select from the LOVs. The Payment Method is tied to the debit side of the transactions. Be sure the Payment Method and Activity use the <b>same Fund</b> to avoid Interfund errors.	Yes
Document Number	System assigns a unique number when (B) Distribution is selected.	Yes
Status	System defaults to Cleared when Payment Method is selected.	Yes
Functional Amount	Defaults from Receipt Amount.	Display Only
Trans Code	Select from LOV within the Transaction Event window.	Yes

If a receipt is entered with two different appropriations, the entry will be out of balance and interfund suspense lines will be added in GL to allow the entry to post.

## IMPORTANT INFORMATION

- The Receipt Date and Deposit Date must **always** match. If the receipt is for a prior month, for instance, October 27, 2000, the Receipt Date and Deposit date would both be 27-Oct-2000. The GL date would remain unchanged. This ensures the SF224, Statement of Transactions, will be reported correctly.
- Be sure the GL Date is within a current open period.
- Verify that the same Fund is used in Payment Method and Activity so the appropriations are in balance.

RECEIPTS (continued)		
Misc Transaction TAB		
Field Name	Comments	Required?
Activity	Select from the LOVs. The receivables activity defaults the credit side of the transaction. <b><i>Be sure the Payment Method and Activity use the SAME FUND to avoid Interfund errors.</i></b>	Yes
Distribution Set	System defaults	No
Paid From	The name of the customer who sent the payment.	No
Tax Code	N/A.	No

Tax Rate %	N/A	No
Bank Account	Defaults from the Activity selected.	Display Only
Deposit Date	Current date defaults in. Must match the Receipt Date.	Yes
Reference Type	Select from the LOVs.	No
Reference Number	Select from the LOVs. Tied to the Reference Type and is only active if Reference Type is entered.	No
Tax Account	N/A	No
Description	System Defaults	Display Only
Comments	Enter any comments to describe this transaction.	No

### 3. Select (B) Distribution.

Selecting (B) Distribution will automatically save the first screen. Please verify your data before continuing.

Distribution (FRA\_SET\_OF\_BOOKS) - 8F215C-844448

Receipt Amount: 290,335.68      Currency: USD

Tax Amount:      Activity: 2720152000 MISC RECT REFUND/R

Net of Tax:      Distribution Set:

**Distribution**

%	Amount	GL Account	Comment
100.000	290,335.68	2720152000.2002.0000000000.0	

Subtotal: 100.000      290,335.68

Tax:     

Total: 290,335.68

**Additional Information**

Description: AMTRAK REFORM COUNCIL, FR.BY 2002.NOT APPLICABLE.NOT APPLICABLE.NOT

Posted Date:      Trans Code: C143-AR Fines/Tre

OK      Cancel

### 4. With your cursor in the GL Account field, hold down the control key and letter “L” to open the Accounting Flexfield screen.

DISTRIBUTION		
Field Name	Comments	Required?
Receipt Amount	Amount of receipt. Defaults from prior screen.	Display Only
Currency	Defaults from prior screen.	Display Only
Tax Amount	N/A	No
Activity	Defaults from prior screen.	Display Only
Net of Tax	N/A	No

Distribution Set	Defaults from previous screen.	No
<b>Distribution</b>		
%	Defaults value is 100%.	Display Only
Amount	Defaults the receipt amount from the prior screen.	Display Only
GL Account	The accounting information for this transaction. You can modify all values, except the Fund value.	Yes
Comment	Defaults from the prior screen.	Display Only
Subtotal	Combined total percentage of Acct Distribution	Display Only
Tax	N/A	No
Total	Defaults from the Distribution % and Amount.	Display Only
<b>Additional Information</b>		
Description	System Defaults	Display Only
Posted Date	System Defaults	Display Only
Trans Code	System Defaults	Display Only

You can change all accounting data, **except** the Fund value. If you change the Fund value, the appropriations will be out of balance.

7. Select (B) OK to return to the Distribution screen.
8. Select (B) OK to return to the Receipts screen.

The Confirm1 button is used for confirmation of automatic receipts which is not used at this time.

To reverse a receipt due to non-sufficient funds (NSF) check, a customer stops a payment, or you want to redistribute a receipt that has no activity against it, select (B) Reverse1.

## Reversing a Receipt

### Cash Receipts

Oracle Public Sector Receivables

N → Receipts → Receipts

Receipts

Receipts (FEDERAL RAILROAD ADMIN)

Receipt Number:  Receipt Type: **Cash**

Currency: **USD** Receipt Amount:

Receipt Date: **01-AUG-2001** GL Date: **31-MAR-2001**

Payment Method:  Document Num:

Status:  Functional Amount:

Trans Code:  [ ]

Cash Receipts | Remittance | Application Summary | Misc Transaction | Reversal | Cash Management

Trans Number:  Postmark Date:

Customer Name:  Customer Number:

Taxpayer ID:  Location:

Reference:

Comments:

**Customer Bank**

Bank Name:

Account Num:

**Confirmation**

Date:

GL Date:

Confirm... 1 Reverse... 1 Mass Apply Applications

### Retrieve Receipt to Be Reversed

1. Retrieve the receipt to be reversed.

- Select (M) View: Find All to retrieve all receipts,

OR

- Select (M) View: Enter and enter a value in the Receipt Number, Receipt Type, Receipt Amount, Receipt Date, GL Date and/or Payment Method field to narrow your

search. Select (M) Query: Run to execute the search and retrieve records based on your search criteria.

Receipts (FRA\_SET\_OF\_BOOKS) - 0000830171

Receipt Number: 0000830171  
Currency: USD  
Receipt Date: 16-FEB-2001  
Payment Method: CASH OPS DEPOSIT--NON-OPA  
Status: Cleared  
Trans Code: [ ]

Receipt Type: Cash  
Receipt Amount: 3,448.20  
GL Date: 16-FEB-2001  
Document Num: [ ]  
Functional Amount: 3,448.20

Cash Receipts | Remittance | Application Summary | Misc Transaction | Reversal | Cash Management

Trans Number: [ ]  
Customer Name: CASH OPERATIONS ONLY  
Taxpayer ID: 000000000  
Reference: [ ]  
Comments: [ ]

Postmark Date: [ ]  
Customer Number: 1068  
Location: 1260

**Customer Bank**  
Bank Name: [ ]  
Account Num: [ ]

**Confirmation**  
Date: [ ]  
GL Date: [ ]

Confirm... 1 | Reverse... 1 | Mass Apply | Applications

## Applications

2. Select (B) Applications to view all transactions to which the receipt has been applied.

Applications (FRA\_SET\_OF\_BOOKS) - 0000830171

Customer Name: CASH OPERATIONS ONLY  
 Customer Number: 1068  
 Location: 1260

Receipt Amount: USD 3,448.20  
 Unapplied: 0.00  
 On Account: 0.00  
 Exchange Gain/Loss: 0.00

Applications ☒

Apply	Saved	Apply To	Installment	Amount Applied	Discount	Balance Due
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11778	1	3,448.20	0.00	0
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

- Close Window to return to the Receipts window. When this Receipt is reversed the Invoice will be set back to a Open status.

## Reverse Receipt

- Select (B) Reverse.

Reverse

Date: 01-AUG-2001 GL Date: 31-MAR-2001

Category:

Reason:

Comment:

☐ Debit Memo Reversal

Type:  Document Num:

Account:

Reverse Cancel



5. Be sure that date of reversal is the same as the date of the original receipt. The GL date should always be in the current GL period.

Receipts (FRA\_SET\_OF\_BOOKS) - 0000830171

Receipt Number: 0000830171  
Receipt Type: Cash  
Currency: USD  
Receipt Amount: 3,448.20  
Receipt Date: 16-FEB-2001  
GL Date: 16-FEB-2001

**Reverse**

Date: 16-FEB-2001  
GL Date: 31-MAR-2001  
Category:   
Reason:   
Comment:   
☐ Debit Memo Reversal  
Type:   
Account:   
Document Num:   
Reverse Cancel

Confirm... 1 Reverse... 1 Mass Apply Applications

6. From the LOVs, select the Category and Reason for the reversal.



**Reversal Categories**

Find %

Category	Description
Non-sufficient Funds	Non-sufficient Funds
Reverse Payment	Reverse Payment
Stop Payment	Stop Payment

OK Cancel Find

**Reversal Reasons**

Find %

Reason	Description
ACCT CLOSED	The bank account was closed
NSF	Insufficient funds in bank
PAYMENT REVERSAL	The payment was reversed
RESUBMIT CHECK	Resubmitting the check
UNCOLLECTABLE	Check uncollectable
WRONG AMOUNT	The wrong amount was entered
WRONG CUSTOMER	The wrong customer was entered
WRONG INVOICE	The wrong invoice was entered

OK Cancel Find

- If applicable, enter any additional comments that may help explain the reason for this reversal.

<b>REVERSE</b>		
<b>Field Name</b>	<b>Comments</b>	<b>Required?</b>
Date	Current date will default but should be the same as the date of the original receipt.	Yes
GL Date	Current GL date is default	Yes
Category	Select Non-sufficient Funds, Reverse Payment or Stop Pay from LOV	Yes
Reason	Select Reason from LOV which includes Account Closed, NSF, Payment Reversal, Resubmit Check, Uncollectable, Wrong Amount, Wrong Customer, and Wrong Invoice	Yes
Comments	Any additional comments that may be beneficial	No
Debit Memo Reversal	If checkbox is checked, the reversal is for a specific debit memo	No
Type	Type of Debit memo	No
Account	Account of Debit memo	No
Document Number	Document number of Debit memo	No

## Entering Reversal Details

- Specify the category of receipt reversal for data-entry errors. Other valid categories are Non-Sufficient Funds, Reverse Payment, and Stop Payment.
  - Specify the reason for the reversal. Typical reasons are Account Closed, Wrong Amount, and Wrong Customer. Additional reasons can be defined as QuickCodes of type Reverse Payment Reason, etc.
  - Categories Stop Payment and NSF update the status of the batch to Returned.
8. Select (B) Reverse, which will save and complete the reversal making the reversal record eligible for the next Interface to GL.

## **Mass Apply**

The Mass Apply button allows the user to select the transactions to apply a receipt against. This is especially helpful when the receipt is large and covers several transactions. The user can enter transaction section criteria to limit the search.

## Lab 2: Enter a Miscellaneous Receipt

---

### Instructions

Your lead instructs you to process a Miscellaneous Receipt for \$25 on a Non-Invoice Related payment. Assign Receipt Number SF215-999979 to this transaction.

## Lab 2 Solutions: Enter a Miscellaneous Receipt

Responsibility = AR Lead Accounting Technician.

N → Receipts → Receipts

1. Enter receipt number SF215-999979.
2. Select the Miscellaneous receipt type.
3. Enter your receipt amount of \$25.
4. Enter current date as the Receipt Date. This date would be the date Treasury actually received the deposit.
5. Select your payment method from the LOV. For this exercise use 27MFAR-10106000 N,E.

Receipts (FEDERAL RAILROAD ADMIN)

Receipt Number	SF215-999979	Receipt Type	Misc
Currency	USD	Receipt Amount	25.00
Receipt Date	08-FEB-2002	GL Date	08-FEB-2002
Payment Method	27MFAR-10106000 N,E	Document Num	
Status	Cleared	Functional Amount	25.00
Trans Code			

Cash Receipts Remittance Application Summary **Misc Transaction** Reversal Cash Management

Activity	MFAR-Miscellaneous Receipt	Distribution Set	
Paid From		Tax Code	
Tax Rate %		Tax Amount	
Bank Account	69070001	Deposit Date	08-FEB-2002
Reference Type		Reference Num	
Tax Account			
Description			
Comments			

Confirm... 1 Reverse... 1 Mass Apply Distributions

6. In the Activity field of the Miscellaneous Transaction Tab, select MFAR-Miscellaneous Receipt. However, if your activity does not exactly match your payment method, an interfund error will occur unless you make the necessary changes in the accounting string when you review your distribution.

## Lab 2 Solutions: Enter a Miscellaneous Receipt

7. To review the GL account distribution for interest income, select (B) Distributions.

Distribution (FRA\_SET\_OF\_BOOKS) - SF215-999979-00

Receipt Amount: 25.00  
Tax Amount:   
Net of Tax:   
Currency: USD  
Activity: MFAR-Miscellaneous Receipt  
Distribution Set:   
Distribution:

%	Amount	GL Account	Comment
100.000	25.00	2720700000.2002.0000000000.0	

Subtotal: 100.000  
Tax:   
Total: 25.00

Additional Information:  
Description: SAFETY AND OPERATIONS, FR.BY 2002.NOT APPLICABLE.NOT APPLICABLE.NOT A  
Posted Date:   
Trans Code: C142-MR Fines/Tr  
OK Cancel

8. Place your cursor in the GL Account field and select the LOV Tab that appears to adjust your distribution.

FRA\_AFF

FUND: 2720700000 SAFETY AND OPERATIONS, FRA, FY-02, DIRECT  
BUDGET YEAR: 2002 BY 2002  
BPAC: 0000000000 NOT APPLICABLE  
ORGANIZATION: 0000000000 NOT APPLICABLE  
OBJECT CLASS: 00000 NOT APPLICABLE  
SGL ACCOUNT: 59006400 N,X - OTHER REVENUE  
FUTURE 1: 0000000000 NOT APPLICABLE  
FUTURE 2: 0000000000 NOT APPLICABLE  
FUTURE 3: 0000000000 NOT APPLICABLE  
FUTURE 4: 0000000000 NOT APPLICABLE  
OK Cancel Combinations Clear Help

## Lab 2 Solutions: Enter a Miscellaneous Receipt

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9. Select (B) OK to close this window.
10. Save your work.

## Applying Receipts to Multiple Debit Items

---

### Applying Receipts to Multiple Debit Items

Sort Criterion	Business Need
Balance Due	Apply receipts to transactions based on the balance due. To pay the largest balances first, use descending order.
Due Date	Apply receipts based on due date. To pay the oldest balances first, use ascending order.
Invoice Date	Apply receipts in FIFO or LIFO order by sorting on invoice date and using ascending or descending order, respectively.
Invoice Number	Use invoice numbers, if they follow a meaningful pattern. For example, if invoices are numbered sequentially, sort invoices by number to ensure that the oldest invoice is paid first.



## Example: Creating an Adjustment

---

### Example: Creating an Adjustment

An adjustment increases or decreases the balance due on an invoice.

Example:

You have a past due invoice for \$49,500 due from Federal Express. After several calls and letters, Federal Express sends a check for \$39,600 with a letter stating that only four service representatives were present that week.

1. Enter a receipt for \$39,600 from Federal Express.
2. Apply the receipt to the outstanding invoice.
3. Create an adjustment to write off the balance of \$9,900.

### Example of an Adjustment

When the invoice is created:

Dr.	Receivable	49,500
Cr.	Revenue	49,500

Upon receipt of check:

Dr.	Cash	39,600
Cr.	Receivable	39,600

Upon creation of an adjustment to write off balance:

Dr.	Bad Debt	9,900
Cr.	Receivable	9,900

## Reversing Receipts

---

### Reversing Receipts

- Reverse receipts because of stopped payment by the customer, nonsufficient funds in the customer's accounts, or data-entry errors.
- Receivables permits reversal of receipts posted to General Ledger and receipts in a closed period.
- Use the Reverse window to reverse invoice and noninvoice-related receipts.

## Lab 3: Reverse a Receipt

---

### Instructions

The bank has sent you notification that the payment for \$3,000 made by "Original Customer" has been returned because sufficient funds are not available in their account. Your lead instructs you to reverse the receipt and note that it was reversed as NSF (non-sufficient funds).

**Hint:** To view the most important columns in the Receipts or Receipts Summary windows, experiment with your cursor in the column headers to sort and resize the columns in these windows.

**Hint:** Reverse with original Receipt Date

## Lab 3 Solutions: Reverse a Receipt

Responsibility = AR Lead Accounting Technician.

1. Navigate to the Receipts Summary window:

N → Receipts → Receipt Summary

M → View → Query → Enter

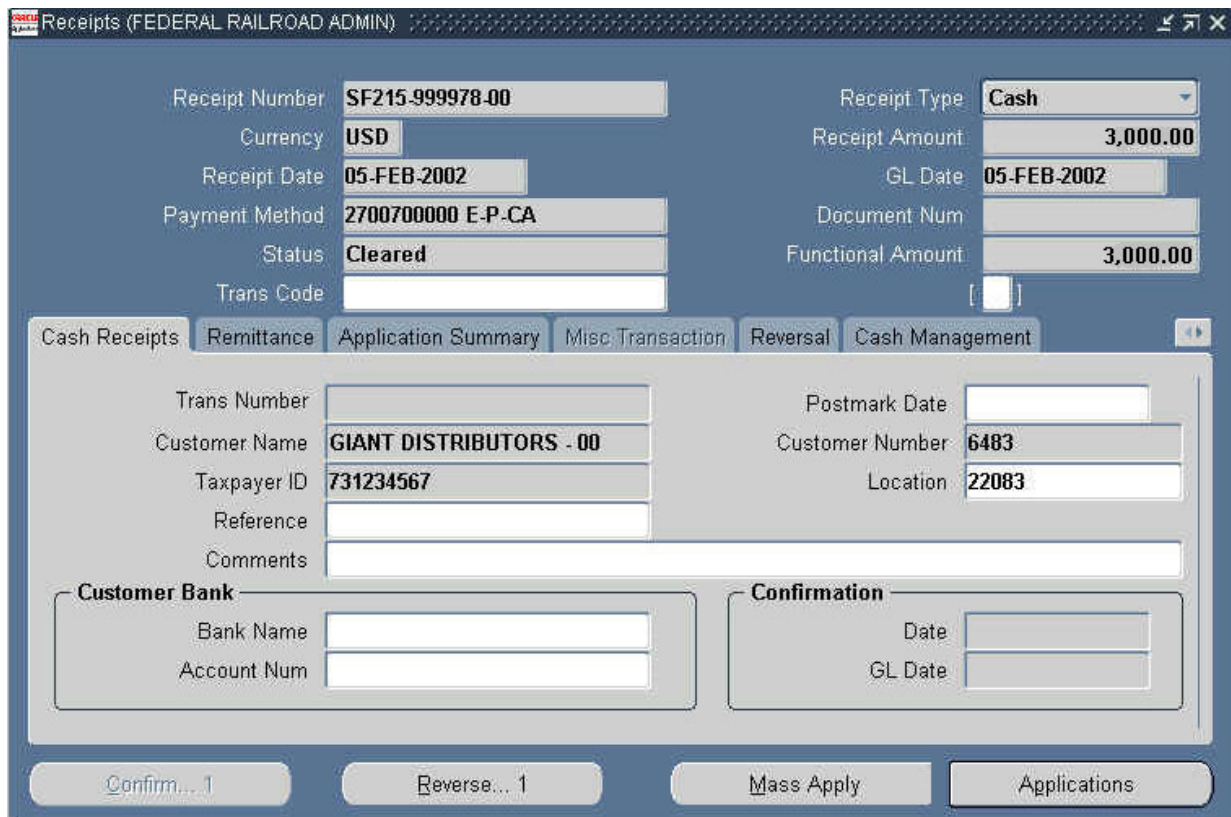
2. Enter a query using the receipt number to search for the receipt for the \$2,800 payment.  
(Receipt # field SF215-999%)

Receipt Number	Type	Receipt Date	GL Date	Postmark Date	Amount
SF215-999%					

Buttons: Reverse... 1, Mass Apply, New, Confirm... 1, Applications, Open

3. M → View → Query → Run
4. Select the Appropriate Receipt Number from the list returned by the query.
5. Select (B) Open.

## Lab 3 Solutions: Reverse a Receipt



The screenshot shows the 'Receipts (FEDERAL RAILROAD ADMIN)' window. It contains several input fields for receipt details. The 'Receipt Number' is SF215-999978-00, 'Currency' is USD, 'Receipt Date' is 05-FEB-2002, 'Payment Method' is 2700700000 E-P-CA, 'Status' is Cleared, and 'Trans Code' is empty. On the right, 'Receipt Type' is Cash, 'Receipt Amount' is 3,000.00, 'GL Date' is 05-FEB-2002, 'Document Num' is empty, and 'Functional Amount' is 3,000.00. Below these fields are tabs: 'Cash Receipts', 'Remittance', 'Application Summary', 'Misc Transaction', 'Reversal', and 'Cash Management'. The 'Reversal' tab is selected. It contains fields for 'Trans Number', 'Customer Name' (GIANT DISTRIBUTORS - 00), 'Taxpayer ID' (731234567), 'Reference', 'Comments', 'Postmark Date', 'Customer Number' (6483), and 'Location' (22083). There are also sections for 'Customer Bank' (Bank Name, Account Num) and 'Confirmation' (Date, GL Date). At the bottom are buttons: 'Confirm... 1', 'Reverse... 1', 'Mass Apply', and 'Applications'.

Receipt Number	SF215-999978-00	Receipt Type	Cash
Currency	USD	Receipt Amount	3,000.00
Receipt Date	05-FEB-2002	GL Date	05-FEB-2002
Payment Method	2700700000 E-P-CA	Document Num	
Status	Cleared	Functional Amount	3,000.00
Trans Code			

Tabs: Cash Receipts, Remittance, Application Summary, Misc Transaction, **Reversal**, Cash Management

Trans Number		Postmark Date	
Customer Name	GIANT DISTRIBUTORS - 00	Customer Number	6483
Taxpayer ID	731234567	Location	22083
Reference			
Comments			

**Customer Bank**


Bank Name	
Account Num	

**Confirmation**

Date	
GL Date	

Buttons: Confirm... 1, Reverse... 1, Mass Apply, Applications

6. Select (B) Reverse 1.



The screenshot shows the 'Reverse' window. It contains fields for 'Date' (06-FEB-2002), 'GL Date' (06-FEB-2002), 'Category' (Non-sufficient Funds), 'Reason' (NSF), and 'Comment'. There are also buttons for 'Reverse' and 'Cancel'. Below the main fields is a section for 'Debit Memo Reversal' with fields for 'Type', 'Account', and 'Document Num'.

Date	06-FEB-2002	GL Date	06-FEB-2002
Category	Non-sufficient Funds	Non-sufficient Funds	
Reason	NSF	Insufficient funds in bank	
Comment			

☐ Debit Memo Reversal

Type		Document Num	
Account			

Buttons: Reverse, Cancel

7. Enter Data on Reverse window. Select the LOV Tab.

## Lab 3 Solutions: Reverse a Receipt

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8. Select (B) Reverse to Reverse Receipt and save.

Note: To reapply the receipt, use steps in Lab 2.

## Reversing Methods

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### Reversing Methods

Receivables provides two methods that can be used to reverse any receipt:

- Standard
- Debit memo

### Selecting Standard Reversal

- Reversing journal entries are created, and all debit and credit items that were closed by the receipt are reopened.
- Adjustments created through the Applications window are automatically reversed.

### Selecting Debit Memo Reversal

- The original debit and credit items closed by the receipt are not reopened.
- A new debit memo is created to reflect the outstanding balance due. The debit memo amount is equal to the receipt amount.
- Receivables creates a line on your debit memo that displays the original receipt number associated with the debit memo.

## Reapplying Receipts

---

### Reapplying Receipts

- Receipts can be applied to invoices, debit memos, and on-account credits.
- Use the Applications window to apply unidentified, unapplied, or on-account receipts.
- Use the Applications window to correct previous incorrect applications.
  - Clear the Apply check box on the line you want to unapply.
  - Select the Apply check box on the line to which you want to apply this receipt.
  - Save your work.



## Summary

---

### Summary

- Enter invoice-specific and other receipts in the Receipts window.
- Receipt statuses include Applied, Unidentified, Unapplied, On-Account, and Reversed.
- Receipts and transactions are closed when a receipt is applied to a specific open transaction.
- Receipts that can be reversed include those previously entered or posted to Oracle General Ledger in an open or closed accounting period.
- Receipts can be reversed using standard reversal or debit memo reversal methods.
- Unidentified and unapplied receipts can be reapplied in the Applications window.

# **Collection - Introduction**

## **Chapter 3**

## Collection - Introduction

---

### **Section Objectives**

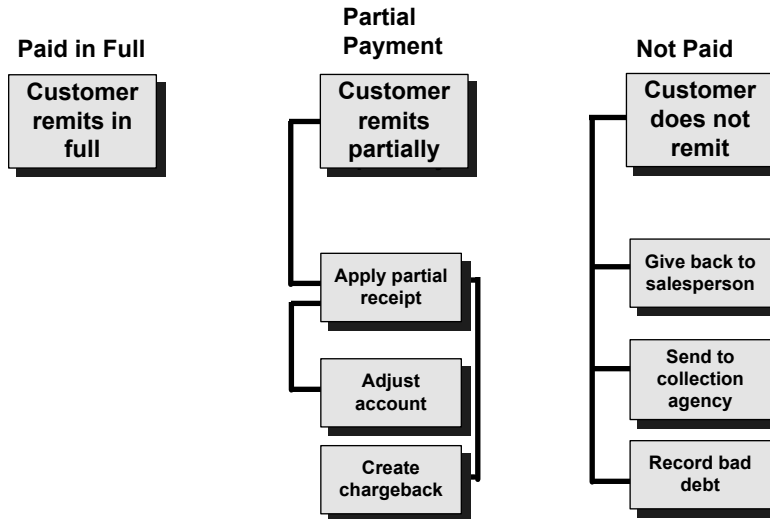
At the end of this section, you should be able to:

- Discuss the basic concepts of collection within Receivables.

## Collection Scenarios

---

### Collection Scenarios

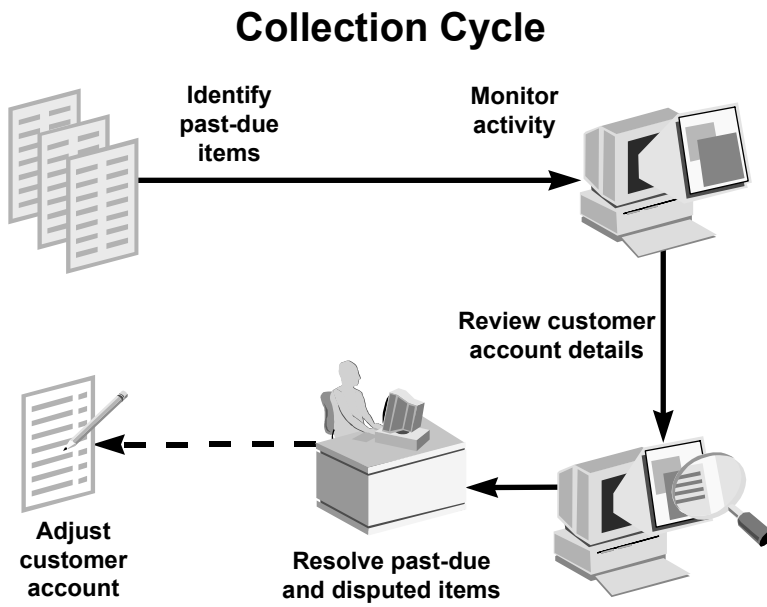


### Full, Partial, or Unpaid

When customers make payments in full to settle debit items, collection is not a significant issue. When customers do not pay in full or make late payments the collections process becomes more important. The methods used to dun customers for past due amounts must be carefully managed to ensure that customers are informed of past due transactions on a timely basis.

## Collection Cycle

---



## Collection Tasks

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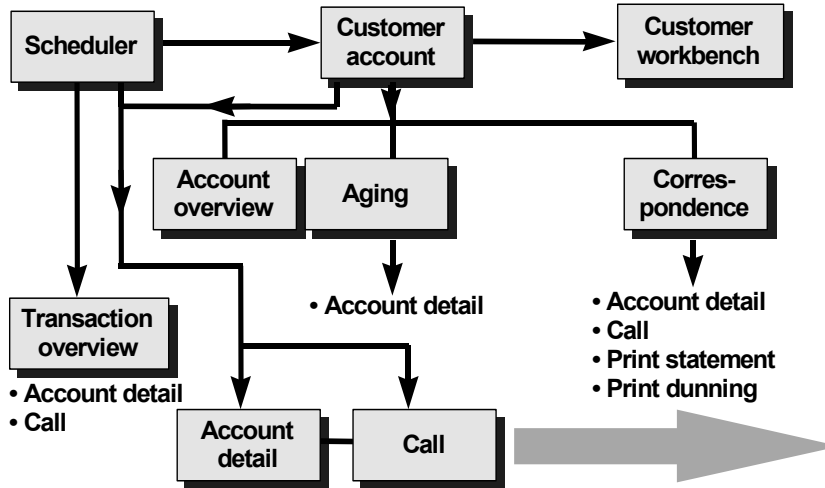
### Collection Tasks

- Print a collection report.
- Review collector actions.
- Review customer accounts.
- View transactions.
- Resolve transactions in dispute.
- Print statements and dunning letters.
- Record results of a collection call.

## Overview of the Collections Workbench

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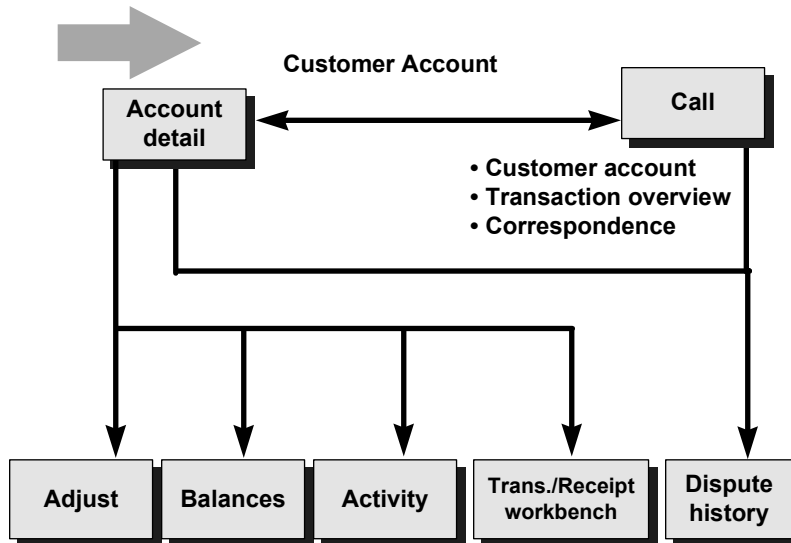
### Overview of Collections Workbench



### Using the Collections Workbench

Use the Collections Workbench windows to review invoices, receipts, call history, customer correspondence, and account balances.

### Overview of Collections Workbench



## Monitoring Customer Activity

---

### **Monitoring Customer Activity**

- Current customer account balances appear in your functional currency, using the most recent exchange rate.
- View the amount overdue for a customer or customers in the Customer Account window.
- View transactions that are past due for a customer in the Account Details window.



## Reviewing Customer Account Details

---

### Reviewing Customer Account Details

- View the number and amount of transactions entered, accrued finance charges, and discounts for a customer during a period of time.
- Use online aging to group transactions into buckets based on the number of days past-due and then drill down to account details.

### Viewing Customer Account Balances by Aging Bucket

Aging buckets are time periods in which you age and can review your debit items. You can define your own aging buckets, or you can customize the aging buckets that Receivables provides. For example, you can define an aging bucket that includes debit items that are 1 to 30 days past due.

When you view customer balances by aging bucket, Receivables displays the total outstanding amount and credits for unapplied cash, on-account cash, and on- account credits that have not been aged. You can view balances by specifying an aging bucket or by choosing to age or to summarize open credits.

## Resolving Past-Due and Disputed Items

---

### Resolving Past-Due and Disputed Items

- Generate the following reports to identify past-due and disputed items.
  - Aging report
  - Disputed Invoice report
  - Past-Due Invoice report
- Request these reports from the Print Collections Reports window.

### Reviewing Past-Due Items

- Aging reports: Open items for specified aging periods by amount or by salesperson. Information includes current and past-due invoices and debit memos.
- Disputed Invoice report: Disputed invoices and debit memos including collector name and comments.
- Past-Due Invoice report: A customer's past-due invoices, debit memos and deposits. Used to identify problem customers and determine future collection actions.

## Adjusting Customer Accounts

---

### Adjusting Customer Accounts

- Make adjustments to invoices, debit memos, and on-account credits.
- Approve adjustments within your approval limits.
- Assign pending status to adjustments outside your approval limits.
- Automatically write off debit items that match your selection criteria and are within your approval limits.

### Using Adjustment Statuses

The status of an adjustment indicates whether it is complete. Available statuses in the collections windows are:

- **Approved:** Since the adjustment has been approved, Receivables updates the debit or credit item amount and status to reflect the adjustment.
- **More Research:** This adjustment is on hold because you are either researching the debit or credit item, or you are requesting additional information about the adjustment.
- **Rejected:** The adjustment has been rejected. Adjustments with this status do not update the balance of the credit or debit item.
- **Waiting Approval:** The adjustment amount is outside the approval limits of the user who entered the adjustment. Adjustments with this status can only be approved by a user with the appropriate user approval limits.

## Summary

---

### Summary

- During the collection process a transaction can be paid in full, partially paid, or not paid by a customer.
- Several reports and the Collections workbench are available to determine the status of customer accounts and specific transactions.
- Past-due items can be resolved with adjustments or pursued using dunning letters and scheduled calls to customers.

# **Reviewing Collection Information**

## **Chapter 4**

## Reviewing Collection Information

---

### Section Objectives

At the end of this section, you should be able to:

- Identify past-due and disputed transactions
- Review customer accounts to determine whether dunning letters and scheduled calls to customers are required

## Monitoring Collection Activities

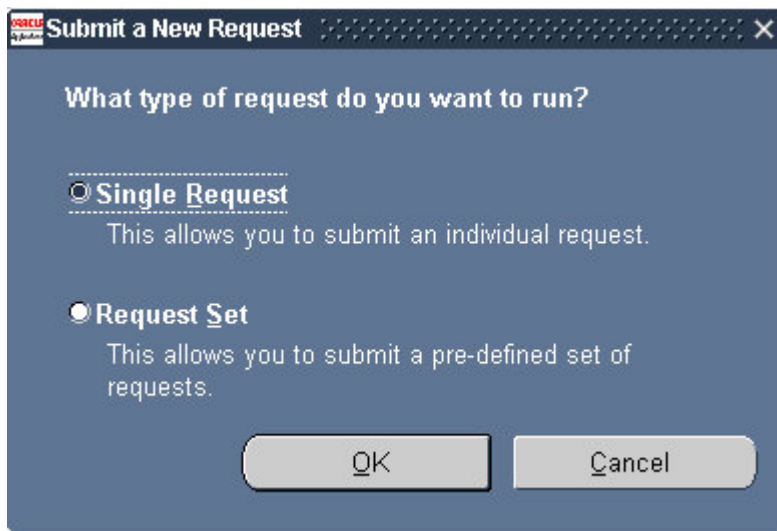
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### Submit a New Request

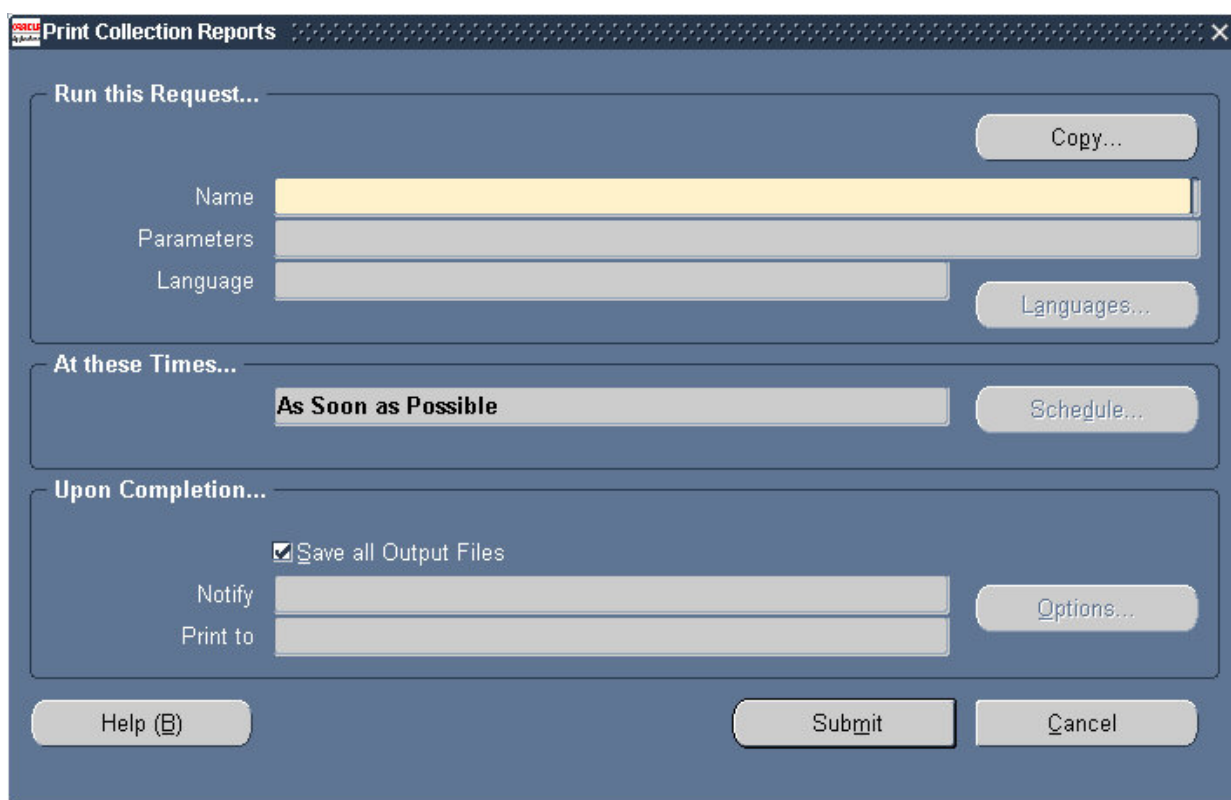
Oracle Public Sector Receivables

N → Reports → Collections → Single Request

Submit a New Request



1. Select Single Request and (B) OK and the Print Collection Reports screen appears.



**Print Collection Reports**

Run this Request...

Name

Parameters

Language

Copy...

Languages...

At these Times...

As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

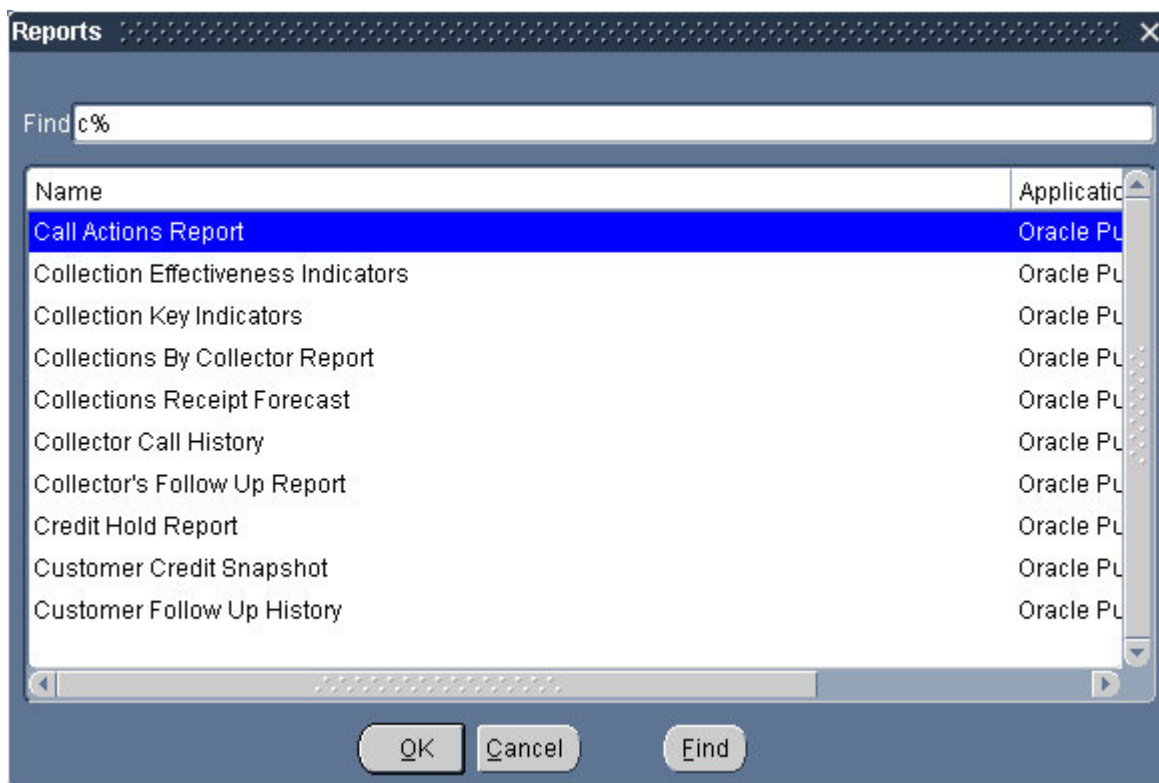
Notify

Print to

Options...

Help (B) Submit Cancel

2. Enter a "C%" in the Find field and select a collection report from the list of reports



**Reports**

Find c%

Name	Application
Call Actions Report	Oracle PU
Collection Effectiveness Indicators	Oracle PU
Collection Key Indicators	Oracle PU
Collections By Collector Report	Oracle PU
Collections Receipt Forecast	Oracle PU
Collector Call History	Oracle PU
Collector's Follow Up Report	Oracle PU
Credit Hold Report	Oracle PU
Customer Credit Snapshot	Oracle PU
Customer Follow Up History	Oracle PU

OK Cancel Find



## Reports

Reports	To Review
Call Actions Report	Actions entered by collectors in the Customer Calls window to determine future action.
Collection Effectiveness Indicators Report	Overall payment patterns and debit information by split amount at the end of each period.
Collection Key Indicators Report	Call topics, responses, and outcomes for each collector within a specified date range.
Collections by Collector Report	Payment applications for invoices, debit memos, and chargebacks for each collector.
Collections Receipt Forecast	Collectors' estimates of how much cash they expect to receive, as entered in the Customer Calls window.
Collector Call History	Collector call information for a specified date range.
Collector's Follow-Up Report	A list of items requiring collector follow-up.
Credit Hold Report	Customer's days on Credit Hold and Balance Due
Customer Credit Snapshot	An overview of customer credit history. Includes aging, credit history and last transactions in Receivables.
Customer Follow-Up History	A history of collection calls for each customer to see what further action to take as a result of a previous call.
Receipt Promises Report	Collector call information for invoices, debit memos, and chargebacks with promise dates and amounts.

## Using the Collections Workbench

---

### Using the Collections Workbench

Use the Collections workbench to perform all the functions related to collecting accounts. The information displayed in a window depends on the navigation path taken to retrieve it.

- Review follow-up actions for each collector.
- Review customer account information at various levels of detail.
- Record information about collection calls to customers.
- Review details about correspondence with customers, including dunning letters, statements, and calls.
- Place invoices in dispute.

## Using Collection Windows

---

### Available Collection Windows

- **Customer Accounts:** Query for specific accounts using selected parameters. Drill down to view detailed information about a customer and correspondence with that customer.
- **Account Overview:** View summary transaction and statistical information for selected time periods.
- **Account Details:** View detailed transaction information for a customer account.
- **Aging:** View customer account information aged by selected buckets. Drill down to view detailed account information.
- **Transaction Overview:** View details of a transaction, including customer address, line items, and reference information, and document status.
- **Scheduler:** Review follow-up actions sorted by date. Drill down to view call details, transaction overview, customer account overview and account details.
- **Correspondence:** View details about customer calls, dunning letters, and statements. Print statements or dunning letters. Drill down to account details.
- **Customer Calls:** Record detailed information about customer calls; topics discussed and actions taken. Drill down to view customer account summary.

## Viewing Customer Account Information

---

### Customer Account Windows

Customer Accounts	Summary list of customer accounts meeting specified search criteria. Displays customer and number, balance, and credit limits.
Customer	Review credit and dunning information. Access to Customer workbench to facilitate decision making by collector.
Account Overview: Transactions	Customer account summary for a period or a range of periods. Displays the sum of all invoices, debit memos, receipts, and credit memos.
Account Overview: Key Indicators	Summary statistical information for a period or a range of periods. Displays on-time payments, late payments, NSF, adjustments, finance charges, earned and unearned discounts.
Aging	Customer's outstanding balance, open credits, adjusted balance, and amount in dispute by specified aging bucket. In addition, review the total amount of all unapplied and on-account receipts.

## Using the Customer Account Summary Window

### Find Customer Accounts

Oracle Public Sector Receivables  
N → Collections → Customer Accounts  
Find Customer Accounts

Find Customer Accounts (FEDERAL RAILROAD ADMIN)

Collector

Customer Names  -

Customer Num  -

☐ Display Locations

Locations  -

Status **Active and Inactive**

☐ Display Currency

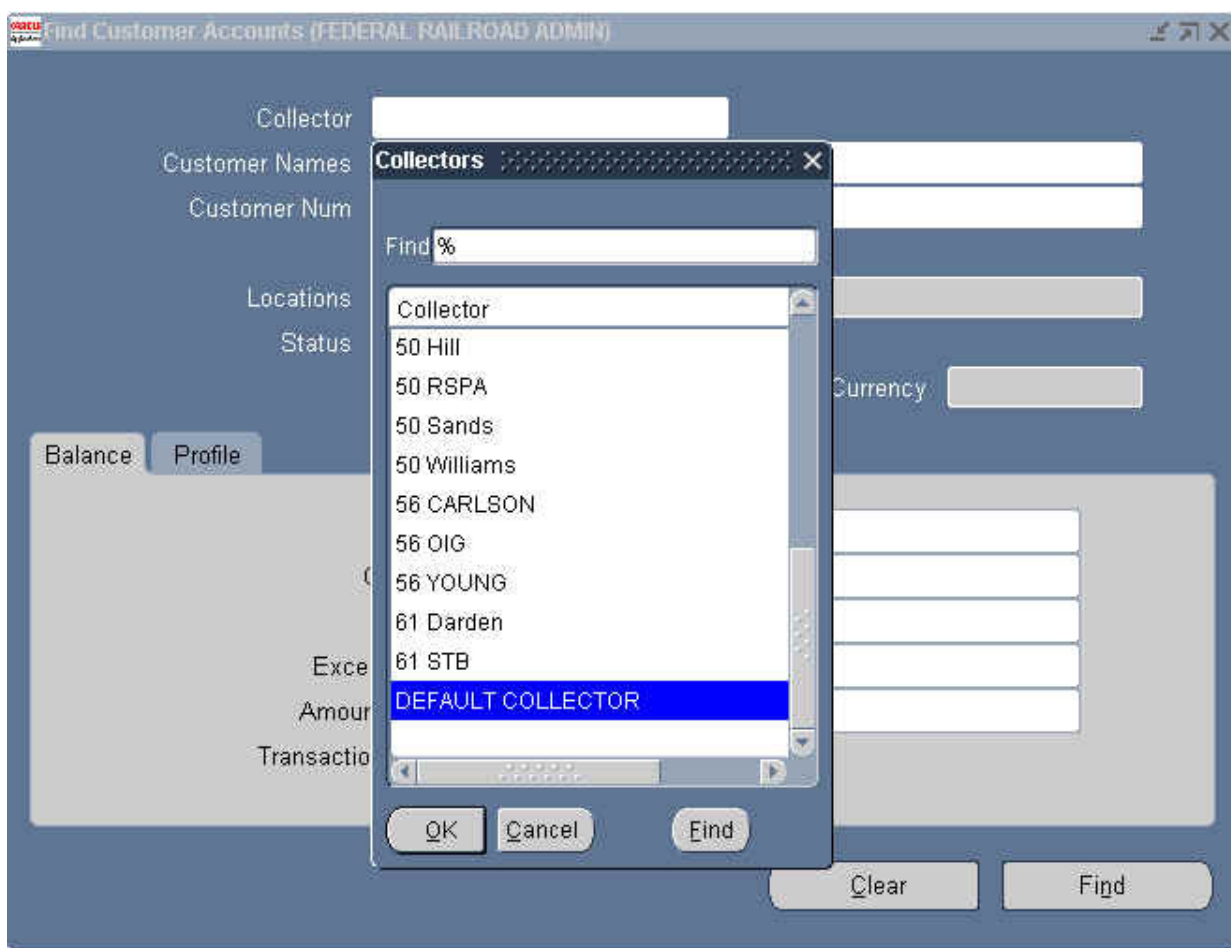
Currency

Balance Profile

Balances	<input type="text"/>	-	<input type="text"/>
Open Credits	<input type="text"/>	-	<input type="text"/>
Credit Limits	<input type="text"/>	-	<input type="text"/>
Exceeded Credits	<input type="text"/>	-	<input type="text"/>
Amounts Past Due	<input type="text"/>	-	<input type="text"/>
Transactions Past Due	<input type="text"/>	-	<input type="text"/>

Clear Find

1. In the Collector field, use the LOV to select the Collector name.



2. Select (B) OK.

**Find Customer Accounts (FEDERAL RAILROAD ADMIN)**

Collector **DEFAULT COLLECTOR**

Customer Names  -

Customer Num  -

☐ Display Locations

Locations  -

Status **Active and Inactive**

☐ Display Currency

Currency

**Balance** **Profile**

Balances  -

Open Credits  -

Credit Limits  -

Exceeded Credits  -

Amounts Past Due  -

Transactions Past Due  -

**Clear** **Find**

3. Select (B) Find.

**Customer Accounts (FEDERAL RAILROAD ADMIN)**

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer Correspondence Call Aging

Credit Hld Account Overview Account Details

CUSTOMER ACCOUNTS		
Field Name	Comments	Required?
Customer Name	Displays List of Customer Names.	No
Customer Number	Displays customer's number.	No
Location	Displays customer location, if applicable.	No
Currency Code	Defaults to USD if the display currency checkbox in the Find Customer Accounts window is checked.	No
Status	Select Active or Inactive from drop down list.	No
Account Status	Current or past due.	No
Profile Class	Select Foreign, Government or Public.	No
Risk Code	N/A – no credit.	No
Collector	Name of assigned collector.	No
Avg Days Late	Display of average number days delinquent.	No
DSO	Number of Days in Days Sales Outstanding Calculation.	No
Overall Credit Limit	Total Credit limit for customer.	No
Order Credit Limit	Maximum amount per order.	No
Credit Available	Balance of credit limit available.	No
Past Due Trans	Number of past due transactions.	No
Entered Balance	N/A, currently conversion field.	No
Functional Balance	Functional refers to converted amount of a foreign currency. Since USD is only currency in use, this balance is the balance due.	No
Entered Amount Past Due	N/A, currently conversion field.	No
Functional Amount	Amount past due.	No

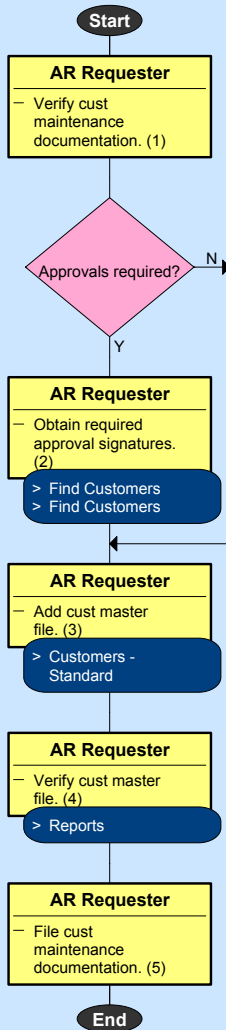


Past Due		
Entered Finance Charges	N/A, currently conversion field.	No
Functional Finance Charges	Amount of Finance Charges.	No
Entered Open Credits	N/A, currently conversion field.	No
Functional Open Credits	Amount of open, unused credits.	No
Receipts at Risk	N/A – since DELPHI was set-up to assume that all receipts have cleared unless an NSF notice is received. (Receipts At Risk means the amount of receipts that have been received or confirmed but not yet cleared.)	No
Entered Receipts at Risk	N/A, currently conversion field.	No

## Adding Customers Flow

# Adding Customers

## Adding Customers



## Customers

1. The Customer button takes user to the Find/Enter Customer window.

**Find/Enter Customers**

Customer Type: **Organization**

**Basic** | Advanced | Text

**Customer**

Name:  Party Number:   
Account Name:  Customer Number:   
Status: **Active**

**Address**

Address:   
Address:   
City:   
Postal Code:   
Province:   
Site Number:   
State:   
County:   
Country:

**Contact**

Last Name:  First Name:  Phone:

Search Type: ☒ Exact ☐ Fuzzy

2. In the Customer Name field select LOV. Enter search criteria.





## Correspondence

The screenshot shows a software window titled "Customer Accounts (FEDERAL RAILROAD ADMIN)". Inside, there is a table with the following columns: Customer Name, Customer Number, Location, Currency Code, Status, Account Status, and Profile. The table lists ten customers, all with a status of "Active". The first customer, "B8TH RSC", is highlighted with a blue selection bar. Below the table, there are two rows of navigation buttons. The first row contains "Customer", "Correspondence", "Call", and "Aging". The second row contains "Credit Hgld", "Account Overview", and "Account Details".

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Navigation buttons:

- Customer
- Correspondence
- Call
- Aging
- Credit Hgld
- Account Overview
- Account Details

1. At the Customer Accounts screen, select (B) Correspondence.

Correspondence (FEDERAL RAILROAD ADMIN)

Calls Statements Dunning Letters

Collector	Date	Status	Contact	Response

Notes

Customer Name

Customer Number

Location

Call Account Details

- The Calls Tab will display the details of calls made to customers.

Correspondence (FEDERAL RAILROAD ADMIN)

Calls Statements Dunning Letters

Date	Cycle	Statement Site	Currency	Finance Charges

Customer Name

Customer Number

Location

Print Statement Account Details

- The Statements Tab provides a list of statements generated for the customer.

Correspondence (FEDERAL RAILROAD ADMIN)

Calls Statements **Dunning Letters**

Date	Letter Set	Letter	Currency	Transaction Amounts	Finance Charges	Dunning Site	Partially Purged
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Customer Name  Location

Customer Number

[Print Dunning](#) [Account Details](#)

- The Dunning Letters Tab provides a list of Dunning Letters that have been sent to a customer.

2. Close the Correspondence screen to return to the Customer Accounts screen.



## Call

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer Correspondence Call Aging

Credit Hgld Account Overview Account Details

The Call button takes the user to the Customer Calls screen that has an extensive series of tabs. The first tab is the Contact tab that allows the collector to record who was contacted at customer's location.

1. At the Customer Accounts screen, select (B) Call.

**Customer Calls (FEDERAL RAILROAD ADMIN) - 88TH RSC**

Call ID		Collector	DEFAULT COLLECTOR
Date	13-JUL-2001	Time	13:35:33
Status	Open	Trans Num	

**Customer**

Name	88TH RSC	Address	
Number	1458		
Location			

**Contact**   **Response**

First Name		Last Name	
Job Title			
Area Code	Number	Extension	
Phone			
FAX			

Customer Account   Actions   Topics

Note: When a Customer's account is past due, you can use the Customer Calls screen to record the results of customer contact calls.

- The Contact tab provides contact name and information on the customer contact call.

## 2. Select Response tab

**Customer Calls (FEDERAL RAILROAD ADMIN) - 88TH RSC**

Call ID:  Collector: **DEFAULT COLLECTOR**

Date: **13-JUL-2001** Time: **13:35:33**

Status: **Open** Trans Num:  [ ]

**Customer**

Name: **88TH RSC** Address:

Number: **1458**

Location:

**Contact** **Response**

Response:  Outcome:

Notes:

Follow Up Action:  Date:  ☐ Complete

**Promise** **Forecast**

Date:  Date:

Amount: **USD**  %

- The Response tab provides the customer's response.

### 3. Select (B) Actions.

**Call Actions (FEDERAL RAILROAD ADMIN) - FEDERAL EXPRESS**

Date	Action	Amount	Notes	Notify	Complete
13-JUL-2001	Call customer	1,000,000.00		BCORTEZFRA	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

The Actions button displays a screen that allows the collector to record actions to be taken:

- Collection action
- Notify management that this account is becoming a problem

- Call Customer for further information
  - Credit memo this invoice
  - Collection follow-up action and exclude from dunning
  - The amount promised
  - Any notes
  - Notify specified person.
4. If entering information, save and close the Call Actions screen.
  5. Select (B) Topics.

Number	Due Date	Outcome	Response	Action	Date	Complete
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

The Topics button displays a Call Topics screen with tabs. The first is the Main tab, which allows the collector to review topics by transaction number. Enable (or check) the Complete checkbox when collection activity is completed.

The Notes tab of the Call Topics window displays notes and due date sorted by transaction number.

The Transaction tab displays transaction line, line amount, Due Date, Days Late, Currency and Balance Due sorted by Transaction number.

The Promise/Forecast tab allows the collector to record the customer's promised payment amount and date as well as forecast the receipt date and percentage of amount due.

The Receipt tab window allows the collector to review receipt information by transaction number. Due date, method of payment and whether the receipt is applied, unapplied or on account are displayed.

The Call tab records the collector's name and date by transaction number.

6. If entering information, Save and Close the Call Topics screen.
7. Close the Customer Calls screen.

## Aging

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer Accounts (FEDERAL RAILROAD ADMIN)

Customer Correspondence Call Aging

Credit Hld Account Overview Account Details

1. At the Customer Accounts screen, select (B) Aging.

**Aging (FEDERAL RAILROAD ADMIN) - 8220TS4000**

Customer Name: **8220TS4000** Location:

Number: **5082** Currency:

**Aging**

Bucket	Amount
<input checked="" type="checkbox"/> <b>Current</b>	<b>0.00</b>
<input type="checkbox"/> <b>1-30 Days Past Due</b>	<b>0.00</b>
<input type="checkbox"/> <b>31-60 Days Past Due</b>	<b>0.00</b>
<input type="checkbox"/> <b>61+ Days Past Due</b>	<b>0.00</b>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Outstanding Amount: **0.00**

**Credits Not Aged**

Unapplied Cash	<b>0.00</b>
On Account Cash	<b>0.00</b>
On Account Credits	<b>0.00</b>

Receipts At Risk:

Customer Balance: **0.00**

Dispute Amount: **0.00**

Pending Adjustments: **0.00**

[Account Details](#)

The Aging screen displays on-line aging report totals by customer. Select (B) Account Details for more detailed information. The Accounts Details window can also be accessed from the Customer Accounts screen.

2. Close the Aging screen.

## Credit Hold

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer Correspondence Call Aging

Credit Hgld Account Overview Account Details

1. At the Customer Accounts screen, select (B) Credit Hold.
  - A Note form will appear with information that the system will apply a hold on credit for this customer.



- Select (B) OK.



**Customer Accounts (FEDERAL RAILROAD ADMIN)**

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profit
8220TS4000	5082			Active		1080
8234TS1000	5083			Active		1080
8234TS2000	5084			Active		1080
8234TS3000	5085			Active		1080
8235TS2000	5086			Active		1080
8237TS1000	5087			Active		1080
8237TS2000	5088			Active		1080
8238T10000	5090			Active		1080
8238T11000	5091			Active		1080
8238T14000	5092			Active		1080

Customer    Correspondence    Call    Aging

Release Hold    Account Overview    Account Details

- The Customer Accounts screen will return with (B) Release Hold instead of (B) Credit Hold. To release the credit hold for the customer select (B) Release Hold. Again, a note form will appear.



- Select (B) OK.
- The Customer Accounts screen will return with (B) Credit Hold.



## Account Overview

**Customer Accounts (FEDERAL RAILROAD ADMIN)**

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer Correspondence Call Aging

Credit Hgld Account Overview Account Details

1. At the Customer Accounts screen, select (B) Account Overview.

**Account Overview (FEDERAL RAILROAD ADMIN)**

Customer Name: **8220TS4000**
Customer Number: **5082**
Location: 
Trans Currency:

Periods

☒ JUN-01\_FY-01
☐ MAY-01\_FY-01
☐ APR-01\_FY-01
☐ MAR-01\_FY-01

Transactions

Receipts

Key Indicators

	Count	Entered Amount	Functional Amount
Invoices	0		0.00
Debit Memos	0		0.00
Chargebacks	0		0.00
Deposits	0		0.00
Guarantees	0		0.00
Receipts	0		0.00
Credit Memos	0		0.00
Receipts At Risk	0		0.00
Bills Receivable	0		0.00
Total		0.00	0.00

## Using Account Overview Windows: Transactions

### Account Overview

Oracle Public Sector Receivables  
N → Collections → Customer Accounts  
Find Customer Accounts

Find Customer Accounts (FEDERAL RAILROAD ADMIN)

Collector: DEFAULT COLLECTOR

Customer Names: GSA

Customer Num:

☐ Display Locations

Locations:

Status: Active and Inactive

☐ Display Currency

Currency:

Balance Profile

Balances		-	
Open Credits		-	
Credit Limits		-	
Exceeded Credits		-	
Amounts Past Due		-	
Transactions Past Due		-	

Clear Find

1. Select a Collector name, Customer name, or Customer member from the LOV in that field. Select (B) Find.

[illegible]

2. Select (B) Account Overview.

**Account Overview (FEDERAL RAILROAD ADMIN)**

Customer Name: **GSA**

Customer Number: **1005**

Location:

Trans Currency:

Periods: **MAR-01\_FY-01**

FEB-01\_FY-01

JAN-01\_FY-01

DEC-00\_FY-01

Transactions Receipts Key Indicators

	Count	Entered Amount	Functional Amount
Invoices	0		0.00
Debit Memos	0		0.00
Chargebacks	0		0.00
Deposits	0		0.00
Guarantees	0		0.00
Receipts	0		0.00
Credit Memos	0		0.00
Receipts At Risk	0		0.00
Bills Receivable	0		0.00
Total		0.00	0.00

## Account Overview: Transactions TAB

The Transactions region of the Account Overview window provides the counts and amounts of transactions processed for this customer during a specific period. This information can be used to evaluate the level of business activity generated by this customer over time. Use the arrow button on the scroll bar to select the month to be displayed on the lower part of the screen.

ACCOUNT OVERVIEW		
Field Name	Comments	Required?
Customer Name	Defaults in from Find Customer Accounts screen	Display Only
Customer Number	Defaults in from Customer Account screen	Display Only
Location	Displays customer location, if applicable	Display Only
Trans Currency	Blank since only currency is USD	Display Only
Periods Scroll Bar	Select GL Period in Scroll Bar Area and detailed totals will appear in lower section of screen	Yes
Transactions TAB		
Invoices Count	Number of Invoices entered in GL Period	Display Only
Invoices Entered Amount	N/A – refers to currencies other than USD	Display Only
Invoices Functional Amount	Total of invoices entered in highlighted GL period	Display Only

Debit Memos Count	Number of Debit Memos entered in GL Period	Display Only
Debit Memos Entered Amount	N/A – refers to currencies other than USD	Display Only
Debit Memos Functional Amount	Total of debit memos entered in highlighted GL period	Display Only
Chargebacks Count	Number of Chargebacks entered in GL Period	Display Only
Chargebacks Entered Amount	N/A – refers to currencies other than USD	Display Only
Chargebacks Functional Amount	Total of Chargebacks entered in highlighted GL period	Display Only
Deposits Count	Number of Deposits entered in GL Period	Display Only
Deposits Entered Amount	N/A – refers to currencies other than USD	Display Only
Deposits Functional Amount	Total of deposits entered in highlighted GL period	Display Only
Guarantees Count	Number of guarantees entered in GL Period	Display Only
Guarantees Entered Amount	N/A – refers to currencies other than USD	Display Only
Guarantees Functional Amount	Total of guarantees entered in highlighted GL period	Display Only
Receipts Count	Number of receipts entered in GL Period	Display Only
Receipts Entered Amount	N/A – refers to currencies other than USD	Display Only
Receipts Functional Amount	Total of receipts entered in highlighted GL period	Display Only
Credit Memos Count	Number of credit memos entered in GL Period	Display Only
Credit Memos Entered Amount	N/A – refers to currencies other than USD	Display Only
Credit Memos Functional Amount	Total of credit memos entered in highlighted GL period	Display Only
Receipts At Risk Count	N/A, Not used at this time.	No
Receipts At Risk Entered Amount	N/A, Not used at this time.	No
Receipts At Risk Functional Amount	N/A, Not used at this time.	No
Bills Receivable Count	N/A, Not used at this time.	No
Bills Receivable Entered Amount	N/A, Not used at this time.	No
Bills Receivable Functional Amount	N/A, Not used at this time.	No
Total Entered Amount	System total of entered amount.	Display Only
Total Functional Amount	System total of all entered.	Display Only

**Account Overview (FEDERAL RAILROAD ADMIN)**

Customer Name: **GSA**  
 Customer Number: **1005**  
 Location:   
 Trans Currency:   
 Periods: **MAR-01\_FY-01**  
**FEB-01\_FY-01**  
**JAN-01\_FY-01**  
**DEC-00\_FY-01**

Transactions Receipts **Key Indicators**

	Count	Entered Amount	Functional Amount
Pending Confirmation	<b>0</b>		<b>0.00</b>
<b>Receipts At Risk</b>			
<b>—Pending Remittance—</b>			
Bill of Exchange	<b>0</b>		<b>0.00</b>
Notes Receivable	<b>0</b>		<b>0.00</b>
Other	<b>0</b>		<b>0.00</b>
<b>—Remitted—</b>			
Standard	<b>0</b>		<b>0.00</b>
Factored	<b>0</b>		<b>0.00</b>
Total			<b>0.00</b>

ACCOUNT OVERVIEW		
Receipts TAB		
Field Name	Comments	Required?
Pending Confirmation Count	N/A, Not used at this time.	No
Pending confirmation Entered Amount	N/A, Not used at this time.	No
Pending Confirmation Functional Amount	N/A, Not used at this time.	No
Receipts At Risk Area		
Pending Remittance Area		
Bill of Exchange Count	N/A, Not used at this time.	No
Bill of Exchange Entered Amount	N/A, Not used at this time.	No
Bill of Exchange Functional Amount	N/A, Not used at this time.	No
Notes Receivable Count	N/A, Not used at this time.	No
Notes Receivable Entered Amount	N/A, Not used at this time.	No
Notes Receivable Functional Amount	N/A, Not used at this time.	No
Other Count	N/A, Not used at this time.	No

Other Entered Amount	N/A, Not used at this time.	No
Other Functional Amount	N/A, Not used at this time.	No
<b>Remitted Area</b>		
Standard Count	N/A, Not used at this time.	No
Standard Entered Amount	N/A, Not used at this time.	No
Standard Functional Amount	N/A, Not used at this time.	No
Factored Count	N/A, Not used at this time.	No
Factored Entered Amount	N/A, Not used at this time.	No
Factored Functional Amount	N/A, Not used at this time.	No
Total Entered Amount	N/A, Not used at this time.	No
Total Functional Amount	N/A, Not used at this time.	No

**Account Overview (FEDERAL RAILROAD ADMIN)**

Customer Name: **GSA**  
Customer Number: **1005**  
Location:   
Trans Currency:   
Periods: **MAR-01\_FY-01**, FEB-01\_FY-01, JAN-01\_FY-01, DEC-00\_FY-01

Transactions Receipts **Key Indicators**

	Count	Entered Amount	Functional Amount
On Time	0		0.00
Late	0		0.00
NSF/Stop	0		0.00
Adjustments	0		0.00
Finance Charges	0		0.00
Earned Discount	0		0.00
Unearned Discount	0		0.00
Protested Bills Receivable	0		0.00
Unpaid Bills Receivable	0		0.00

ACCOUNT OVERVIEW		
Key Indicator TAB		
Field Name	Comments	Required?
On Time Count	Number of payments received on time in GL Period	Display Only
On Time Entered Amount	N/A – refers to currencies other than USD	Display Only



On Time Functional Amount	Total of on time payments received in highlighted GL period	Display Only
Late Count	Number of late payments received in GL Period	Display Only
Late Entered Amount	N/A – refers to currencies other than USD	Display Only
Late Functional Amount	Total number of late payments received in highlighted GL period	Display Only
NSF/Stop Count	Number of NSF or stopped payments in GL Period	Display Only
NSF/Stop Entered Amount	N/A – refers to currencies other than USD	Display Only
NSF/Stop Functional Amount	Total of NSF or stopped payments in highlighted GL period	Display Only
Adjustments Count	Number of adjustments in GL Period	Display Only
Adjustments Entered Amount	N/A – refers to currencies other than USD	Display Only
Adjustments Functional Amount	Total of adjustments in highlighted GL period	Display Only
Finance Charges Count	Number of finance charges in GL Period	Display Only
Finance Charges Entered Amount	N/A – refers to currencies other than USD	Display Only
Finance Charges Functional Amount	Total of finance charges in highlighted GL period	Display Only
Earned Discount Count	N/A - no discounts granted	Display Only
Earned Discount Entered Amount	N/A – refers to currencies other than USD	Display Only
Earned Discount Functional Amount	N/A – no discounts granted	Display Only
Unearned Discount Count	N/A - no discounts granted	Display Only
Unearned Discount Entered Amount	N/A – refers to currencies other than USD	Display Only
Unearned Discount Functional Amount	N/A – no discounts granted	Display Only
Protested Bill Receivable Count	N/A, Not used at this time.	No
Protested Bills Receivable Entered Amount	N/A, Not used at this time.	No
Protested Bills Receivable Functional Amount	N/A, Not used at this time.	No
Unpaid Bills Receivable Count	N/A, Not used at this time.	No
Unpaid Bills Entered Amount	N/A, Not used at this time.	No
Unpaid Bills Functional Amount	N/A, Not used at this time.	No

2. Close this Account Overview screen.

## Account Details


The screenshot shows a software window titled "Customer Accounts (FEDERAL RAILROAD ADMIN)". Inside, there is a table with the following columns: Customer Name, Customer Number, Location, Currency Code, Status, Account Status, and Profile. The first row is highlighted with a blue selection bar. Below the table, there are two rows of buttons: "Customer", "Correspondence", "Call", "Aging" in the first row, and "Credit Hgld", "Account Overview", "Account Details" in the second row.

Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
B8TH RSC	1458			Active		1080
A & A INDUSTRIAL	4656			Active		PUB
A BARR SALES CO	4100			Active		PUB
A+ CHEMICAL SAL	3342			Active		PUB
A-1 CHEMICAL	2841			Active		PUB
ABSOLUTE FIRE PI	4595			Active		PUB
ABSOLUTE FIRE PI	4544			Active		PUB
ABX DIAGNOSTICS	2852			Active		PUB
AC DELCO	2859			Active		PUB
ACACIA NATURAL	4396			Active		PUB

Customer      Correspondence      Call      Aging

Credit Hgld      Account Overview      Account Details

1. At the Customer Accounts screen, select (B) Account Details.


**Find Account Details (FEDERAL RAILROAD ADMIN)**

Trans Num

Source

Due Date

Days Late

Currency

Sales Order

Sequence

Class

Status
**Open**

Purchase Order

**Bill To Customer**

Name

Location

Number

**Amounts**

Original

Balance Due

2. Select (B) Find.

Account Details (FEDERAL RAILROAD ADMIN) - KERN OIL REFINING CO							
Number	Seq	Class	Days Late	Due Date	Currency	Original	Balance
12177INT		Debit M...	42	01-JUN-2001	USD	4.67	
12177ADM		Debit M...	42	01-JUN-2001	USD	12.00	
12177PEN		Debit M...	42	01-JUN-2001	USD	3.89	
12138INT		Debit M...	42	01-JUN-2001	USD	2.41	
12138ADM		Debit M...	42	01-JUN-2001	USD	12.00	
12138PEN		Debit M...	42	01-JUN-2001	USD	2.01	
12137INT		Debit M...	42	01-JUN-2001	USD	0.80	
Cumulative Balance				Entered	Functional		
Total Balance				52,557,417.86	53,093,772.82		

## Reviewing Account Details

---

### Find Account Details

Oracle Public Sector Receivables  
N → Collections → Account Details  
Find Account Details

**Find Account Details (FEDERAL RAILROAD ADMIN)**

Trans Num	<input type="text"/>	Sequence	<input type="text"/>
Source	<input type="text"/>	Class	<input type="text"/>
Due Date	<input type="text"/>	—	<input type="text"/>
Days Late	<input type="text"/>	—	<input type="text"/>
Currency	<input type="text"/>	Status	<input type="text" value="Open"/>
Sales Order	<input type="text"/>	Purchase Order	<input type="text"/>

**Bill To Customer**

Name	<input type="text"/>	Number	<input type="text"/>
Location	<input type="text"/>		

**Amounts**

Original	<input type="text"/>	—	<input type="text"/>
Balance Due	<input type="text"/>	—	<input type="text"/>

Review details of the status of a customer's account, including transactions and account balances.

### Entering Customer Search Criteria

1. Enter the criteria to query the customer account or accounts you want to view.

**Invoices**

Enter a partial value to limit the list, % to see all values.

Find %36%

Trx Number	Type	Customer Name	Customer Number
------------	------	---------------	-----------------

OK Cancel Find

2. Select (B) Find.

**Invoices**

Find %

Trx Number	Type	Customer Name	Customer Number
0008036511	Invoice	CASH OPERATIONS ONLY	1068
077536132	Invoice	CASH OPERATIONS ONLY	1068
1000000000036	Invoice	TREASURY DEPARTMENT	1002
10036	Invoice	CALIFORNIA NORTHERN RR CO ...	1038
10036ADM	ADMIN DEBIT MEMO	CALIFORNIA NORTHERN RR CO ...	1038
10036INT	INTEREST DEBIT MEMO	CALIFORNIA NORTHERN RR CO ...	1038
10036PEN	PENALTY DEBIT MEMO	CALIFORNIA NORTHERN RR CO ...	1038
10136	DIR LOAN X4411 INT	ST. LOUIS SW RAILROAD CO	1064
10236	DIR LOAN X4411	ST. LOUIS SW RAILROAD CO	1064
10336	DIR LOAN X4411	ST. LOUIS SW RAILROAD CO	1064
10360	DIR LOAN X4411	ST. LOUIS SW RAILROAD CO	1064

OK Cancel Find

3. Select (B) OK.

Find Account Details (FEDERAL RAILROAD ADMIN)			
Trans Num	10000000000036	Sequence	
Source		Class	
Due Date		-	
Days Late		-	
Currency		Status	Open
Sales Order		Purchase Order	
<b>Bill To Customer</b>			
Name	TREASURY DEPARTMENT	Number	1002
Location	1005		
<b>Amounts</b>			
Original		-	
Balance Due		-	
		Clear	Find

4. Select (B) Find.

**Account Details (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT**

Number	Seq	Class	Days Late	Due Date	Currency	Original	Balance
10000000000036	1	Invoice	1018	18-OCT-1998	USD	3,359.86	

	Entered	Functional
Cumulative Balance		
Total Balance	3,359.86	3,359.86

Dunning History

Call

Transaction Overview

Details

Dispute History

Adjust

Balances

Activities

ACCOUNT DETAILS		
Field Name	Comments	Required?
Number	Transaction Number.	Display Only
Sequence	Sequential Transaction Number.	Display Only
Class	Transaction Class.	Display Only
Days Late	Number days past due date.	Display Only
Due Date	Due date of invoice.	Yes
Currency	USD	Display Only
Original	Original amount of invoice.	Display Only
Balance Due	Amount that remains to be paid.	Display Only
Status	Status of transaction.	Display Only
Dispute Amount	Amount of invoice that is being disputed.	Yes
Dispute Date	Date that amount was disputed.	Yes
Trans	Transaction Code.	No

5. Select (B) Dunning History.





Field Name	Comments	Required?
Start	Start Date of disputed item.	Display Only
End	End Date of disputed item.	Display Only
Amount	Amount that is being disputed.	Display Only
Balance Due	Balance of invoice that is due and does not include disputed amount.	Display Only
Created By	User name of person entering data.	Yes

8. Close this screen to return to the Account Details screen.

9. Select (B) Call.

**Customer Calls (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT**

Call ID:  Collector: **DEFAULT COLLECTOR**

Date: **01-AUG-2001** Time: **10:00:03**

Status: **Open** Trans Num:  [   ]

**Customer**

Name: **TREASURY DEPARTMENT** Address: **FMS - GOALS MARKETING**

Number: **1002** **3700 EAST WEST HIGHWAY**

Location: **1005** **HYATTSVILLE MD 20782**

**Contact** **Response**

First Name:  Last Name:

Job Title:

Area Code:  Number:  Extension:

Phone:  FAX:

10. Close this screen to return to the Account Details screen.

11. Select (B) Adjust.

Adjustments (FRA\_SET\_OF\_BOOKS) - TREASURY DEPARTMENT, 10000000000036, 1

**Installment** ☒

	Line	Tax	Freight	Charges	Total
Original	3,359.86	0.00	0.00		3,359.86
Balance	3,359.86	0.00	0.00	0.00	3,359.86

Adjustments:  Pending Adjustments:

**Adjustments**

Main Account, IDs Comments

Number	Activity Name	Type	Amount	Includes Tax		Adjustment Date
					GL Date	
		Invoice		<input type="checkbox"/>		01-AUG-2001
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

12. Close this screen to return to the Account Details screen.

13. Select (B) Transaction Overview.

The following three screenshots contain display information only on the Transaction Overview screen and the information varies based on which tab is selected.

- Address Tab

**Transaction Overview (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT**

Number: 1000000000036 Source: CONVERSION-TRANS/ Date: 18-SEP-1998

Sales Order: Shipping Ref: PO:

Address Transaction More

Bill To: TREASURY DEPARTMENT Ship To:

Number: 1002 Number:

Location: 1005 Location:

Address: FMS - GOALS MARKETING Address:

3700 EAST WEST HIGHWAY

RM 500B, HYATTSVILLE, MD 20

**Lines**

Transaction		Lines		Tax		Freight	
Total	3,359.86	3,359.86	0.00	0.00			
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Trans
1		TREASURY/ GOALS----	EA	1	3,359.86	3,359.86	AR C

- Transaction Tab

**Transaction Overview (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT**

Number: 1000000000036 Source: CONVERSION-TRANS/ Date: 18-SEP-1998

Sales Order: Shipping Ref: PO:

Address Transaction More

Type: Invoice Reference: 900002165451

Terms: 30 NET Due Date: 18-OCT-1998

Currency: USD GL Date: 30-SEP-1999

Ship Date: Carrier:

**Lines**

Transaction		Lines		Tax		Freight	
Total	3,359.86	3,359.86	0.00	0.00			
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Trans
1		TREASURY/ GOALS----	EA	1	3,359.86	3,359.86	AR C

- More Tab

**Transaction Overview (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT**

Number **1000000000036** Source **CONVERSION-TRANS/** Date **18-SEP-1998**  
 Sales Order Shipping Ref PO

Address Transaction **More**

Agent Status **Open**  
 Document Num Special Instructions  
 Credited Trans Credited Source  
 Commitment Cross Reference  
 Agreement Transaction **AR C** [ ]

**Lines**

Transaction		Lines		Tax		Freight	
Total	3,359.86	3,359.86	0.00	0.00			
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Trans
1		TREASURY/ GOALS----	EA	1	3,359.86	3,359.86	AR C

14. Close this screen to return to the Account Details screen.

15. Select (B) Balances.

**Balances (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT, 1000000000036**

☐ Entered Currency ☒ Functional Currency Currency **USD**

	Line	Tax	Freight	Charges	Total
Original	3,359.86	0.00	0.00		3,359.86
Receipts	0.00	0.00	0.00	0.00	0.00
Credits	0.00	0.00	0.00		0.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00		0.00
Balance	3,359.86	0.00	0.00	0.00	3,359.86

**BALANCES**

Field Name	Comments	Required?
Entered Currency	Currency field will display type of currency if different than USD.	Display Only
Functional Currency	If checked, the converted type of currency will appear in the Currency field.	Display Only
Currency	USD is default.	Display Only
Original Line	Amount of original transaction line.	Display Only
Original Tax	N/A – no tax.	Display Only
Original Freight	Original amount of freight.	Display Only
Original Total	Total amount of original invoice.	Display Only
Receipts Line	Amount of receipts transaction line.	Display Only
Receipts Tax	N/A – no tax.	Display Only
Receipts Freight	Receipts amount of freight.	Display Only
Receipts Charges	Receipts resulting form charges.	Display Only
Receipts Total	Total amount of receipts invoice.	Display Only
Credits Line	Amount of credits transaction line.	Display Only
Credits Tax	N/A – no tax.	Display Only
Credits Freight	Credits amount of freight.	Display Only
Credits Total	Total amount of credits invoice.	Display Only
Adjustments Line	Amount of adjustments transaction line.	Display Only
Adjustments Tax	N/A – no tax.	Display Only
Adjustments Freight	Adjustments amount of freight.	Display Only
Adjustments Charges	Adjustments resulting from charges.	Display Only
Adjustments Total	Total amount of adjustments invoice.	Display Only
Discount Line	Amount of discount transaction line.	Display Only
Discount Tax	N/A – no tax.	Display Only
Discount Freight	Discount amount of freight.	Display Only
Discount Total	Total amount of discount invoice.	Display Only
Balance Line	Amount of balance transaction line.	Display Only
Balance Tax	N/A – no tax.	Display Only
Balance Freight	Balance amount of freight.	Display Only
Balance Charges	Balance resulting from charges.	Display Only.
Balance Total	Total amount of balance invoice.	Display Only

16. Close this screen to return to the Account Details screen.

17. Select (B) Details.



Transactions (FEDERAL RAILROAD ADMIN) - TREASURY DEPARTMENT, 1000000000036

Number	1000000000036	Date	18-SEP-1998	<input checked="" type="checkbox"/> Complete
Reference	900002165451	Currency	USD	Transaction
Source	CONVERSION-TRANSACTIONS	Class	Invoice	AR C
Type	Invoice	GL Date	30-SEP-1999	[ ]

Main More Remit To, Sales Paying Customer Notes Commitment Credit

<b>Ship To</b> Name Number Location Address Contact		<b>Bill To</b> TREASURY DEPARTMENT 1002 1005 FMS - GOALS MARKETING 3700 EAST WEST HIGHWAY RM 500B, HYATTSVILLE, MD 20782 United St	
Terms	30 NET	Commitment	
Due Date	18-OCT-1998	Agent	

Tax Distributions Sales Credits Balances  
 Incomplete Freight Credit Installments Line Items

18. Close this screen to return to the Account Details screen.

19. Select (B) Activities.

- Main Tab







3. Close the Accounts Details screen.

## Viewing Customer Accounts

### Find Customer Accounts – Balance

Oracle Public Sector Receivables  
N → Collections → Customer Accounts  
Find Customer Accounts

Find Customer Accounts (FEDERAL RAILROAD ADMIN)

Collector

Customer Names  -

Customer Num  -

☐ Display Locations

Locations  -

Status **Active and Inactive**

☐ Display Currency

Currency

Balance Profile

Balances	<input type="text"/>	-	<input type="text"/>
Open Credits	<input type="text"/>	-	<input type="text"/>
Credit Limits	<input type="text"/>	-	<input type="text"/>
Exceeded Credits	<input type="text"/>	-	<input type="text"/>
Amounts Past Due	<input type="text"/>	-	<input type="text"/>
Transactions Past Due	<input type="text"/>	-	<input type="text"/>

Clear Find

1. Select (B) Find to retrieve all records. To narrow search, enter specific search criteria as explained in grid below.

### Find Customer Accounts – Balance

FIND CUSTOMER ACCOUNTS		
Field Name	Comments	Required?
Collector	Enter name of Collector to view only that	No

	Collector's accounts.	
Customer Names	Enter low and high values to see a range of customers.	No
Customer Num	Enter low and high values to see a range of customers.	No
Display Locations Checkbox	Check only if Location information is required.	No
Locations	Enter low and high values to view locations.	No
Status	Select status from drop down menu.	No
Display Currency Checkbox	Leave unchecked since DOT only uses USD.	No
Currency	N/A, Not used at this time.	No
<b>Balance TAB</b>		
Balances	Enter low and high values to query records by balance.	No
Open Credits	Enter low and high values to query records by open credits.	No
Credit limits	Not applicable since DOT is not granting customer credit.	No
Exceeded Credits	Not applicable.	No
Amounts Past Due	Enter low and high values to view range of past due amounts.	No
Transactions Past Due	Enter low and high values to view number of transactions past due.	No

## Find Customer Accounts - Profile

Find Customer Accounts (FEDERAL RAILROAD ADMIN)

Collector

Customer Names  -

Customer Num  -

☐ Display Locations

Locations  -

Status **Active and Inactive** ▼

☐ Display Currency

Currency

**Balance** **Profile**

Profile Class

Risk Code

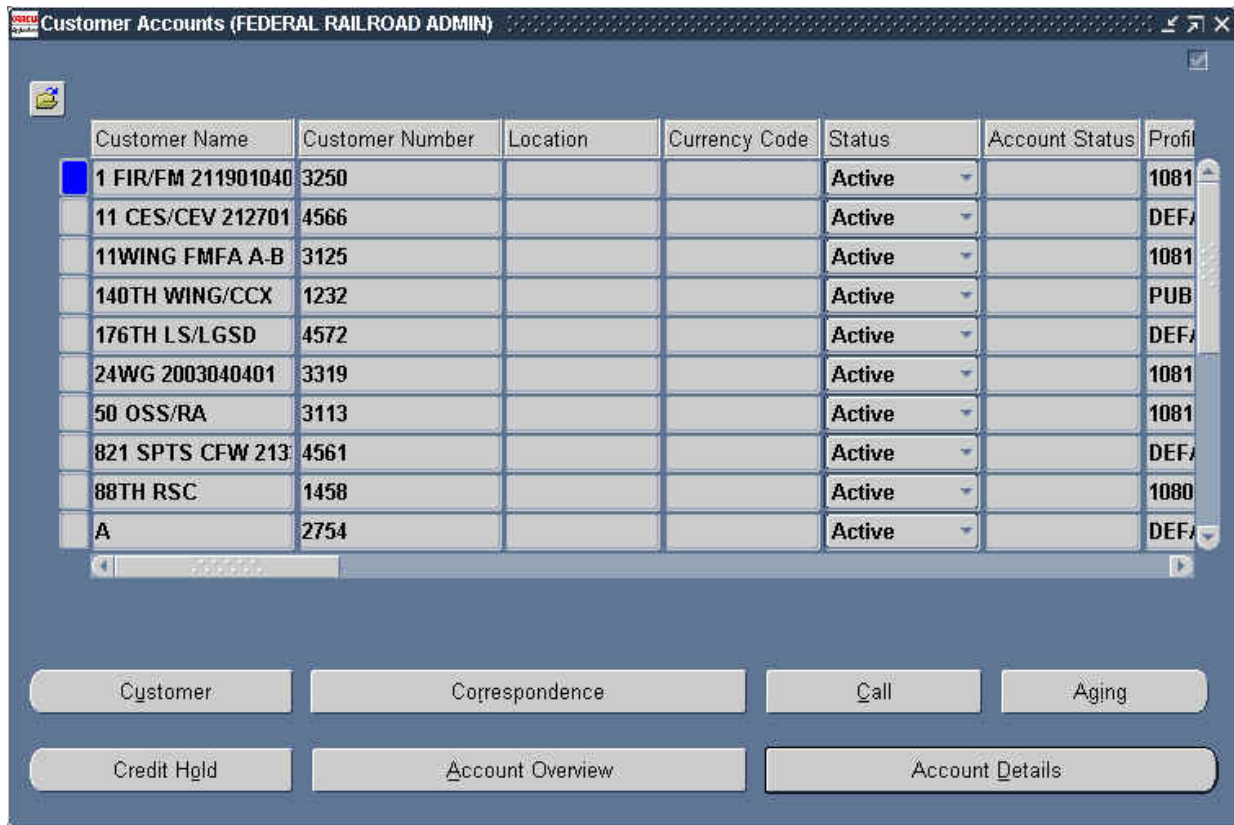
Account Status

FIND CUSTOMER ACCOUNTS		
Profile TAB		
Field Name	Comments	Required?
Profile Class	Enter specific profile class to be retrieved.	No
Risk Code	Not applicable.	No
Account Status	Enter account status to be retrieved.	No

## Entering Search Criteria

- View customer accounts for a specific collector, or restrict the search to customers with certain criteria, including outstanding balance range, credit limit, days past due, account status, and risk code.
- Review summary information for a specific customer by name or number.
- Select the Display Locations check box to view one record for each customer location.

## Customer Accounts



Customer Name	Customer Number	Location	Currency Code	Status	Account Status	Profile
1 FIR/FM 211901040	3250			Active		1081
11 CES/CEV 212701	4566			Active		DEF
11WING FMFA A-B	3125			Active		1081
140TH WING/CCX	1232			Active		PUB
176TH LS/LGSD	4572			Active		DEF
24WG 2003040401	3319			Active		1081
50 OSS/RA	3113			Active		1081
821 SPTS CFW 213	4561			Active		DEF
88TH RSC	1458			Active		1080
A	2754			Active		DEF

Customer Correspondence Call Aging

Credit Hgld Account Overview Account Details

View customer accounts online to identify past-due and disputed items. Use a wide range of search criteria to review summary information on customers.

## Reviewing Customer Information

---

### Reviewing Customer Information

Window	Description
Accounts Details	Review all open and closed transactions associated with this customer, including invoices, debit memos, credit memos, on-account credits, and receipts.
Transaction Overview	If not reviewing a receipt, Receivables displays additional information about the transaction, payment terms, and line-item amounts.
Activities	Activities against the selected item are displayed, including credit memos, payments, and adjustments.

### Activities in Customer Accounts

Review customers who satisfy the entered search criteria and navigate to the window corresponding to the desired customer information.

## Viewing Other Information

---

### Viewing Other Information

Access other information relating to your customer's account.

Window	Description
Dispute History	Review the details of a dispute against the selected item.
Transaction	View detailed information about the selected overview transaction, including customer information, line-item details, currency, due date, and GL date.
Adjustments	View adjustments against this item, or enter new adjustments.

### Other Customer Account Information

Navigate to other windows from the Account Details window. Receivables transfers the appropriate information into the new window.



## Summary

---

### **Summary**

- Identify customers with disputed items or past due accounts using reports from the Print Collections window.
- Review customer account information online in summary or in detail.
- Review transaction history online, or use the Billing History Report.

# **Dunning**

## **Chapter 5**

# Dunning

---

## Section Objectives

At the end of this section, you should be able to:

- Generate dunning letters to notify customers of past-due transactions
- Schedule and track calls by collectors to customers

## Previewing Customers to Be Dunned

---

### **Previewing Customers to Be Dunned**

- Run the Dunning Letter-Preliminary report to review details of invoices and debit memos to be dunned. Request this report in the Submit Requests window.
- Use the Customer Profile Classes window to determine whether to send dunning letters to these customers.
- Exclude a customer from dunning by entering Exclude from Dunning as a call action in the Customer Calls window.

## Using Dunning Letters

---

### Using Dunning Letters

Use the dunning letters provided with Receivables or create custom dunning letters to notify customers of overdue invoices, debit memos and deposits.

### Dunning at Customer and Site Levels

- Specify whether to dun a customer or a customer site.
- Select the dunning letter set to be used.
- Designate minimum dunning amounts and invoices for each past-due transaction currency.

### Excluding Transactions from Dunning

Manually exclude a debit transaction from dunning when recording a collections call for this transaction.

## Generating Dunning Letters

---

### Generating Dunning Letters

- Print dunning letters from the Print Dunning Letters window.
- Select Print Dunning Letters in the Submit Requests window. (Button not activated)
- Specify sorting by customer or by postal code.
- Specify the Letter Set, Customer, and Collector Range parameters.

## Finding Additional Customer Information

---

### Finding Additional Customer Information

Window	Description
Call	Review detailed information about a selected call, or record information about a new call. Drill down from here to view or record actions taken and topics discussed and to access detailed account information for the selected customer.
Account Details	Drill down from here to view detailed transaction information, view dispute history (if any) for the selected item, view the account overview, and record adjustments.

## Summary

---

### Summary

- Create customer dunning letters or use the standard dunning letter set.
- Run the Dunning Letter-Preliminary report to review transactions to be dunned.
- Schedule collection activities by individual collector in the Scheduler window.
- Record calls to customers, customers' responses, and future actions in the Customer Calls window.



# **Standard Reports**

## **Chapter 6**

# Standard Reports

---

## Section Objectives

At the end of this section, you should be able to:

- Identify standard report categories
- Generate standard reports and listings and Print individual documents
- Reference Receivables reports

# Overview of Standard Reports

---

## Reports

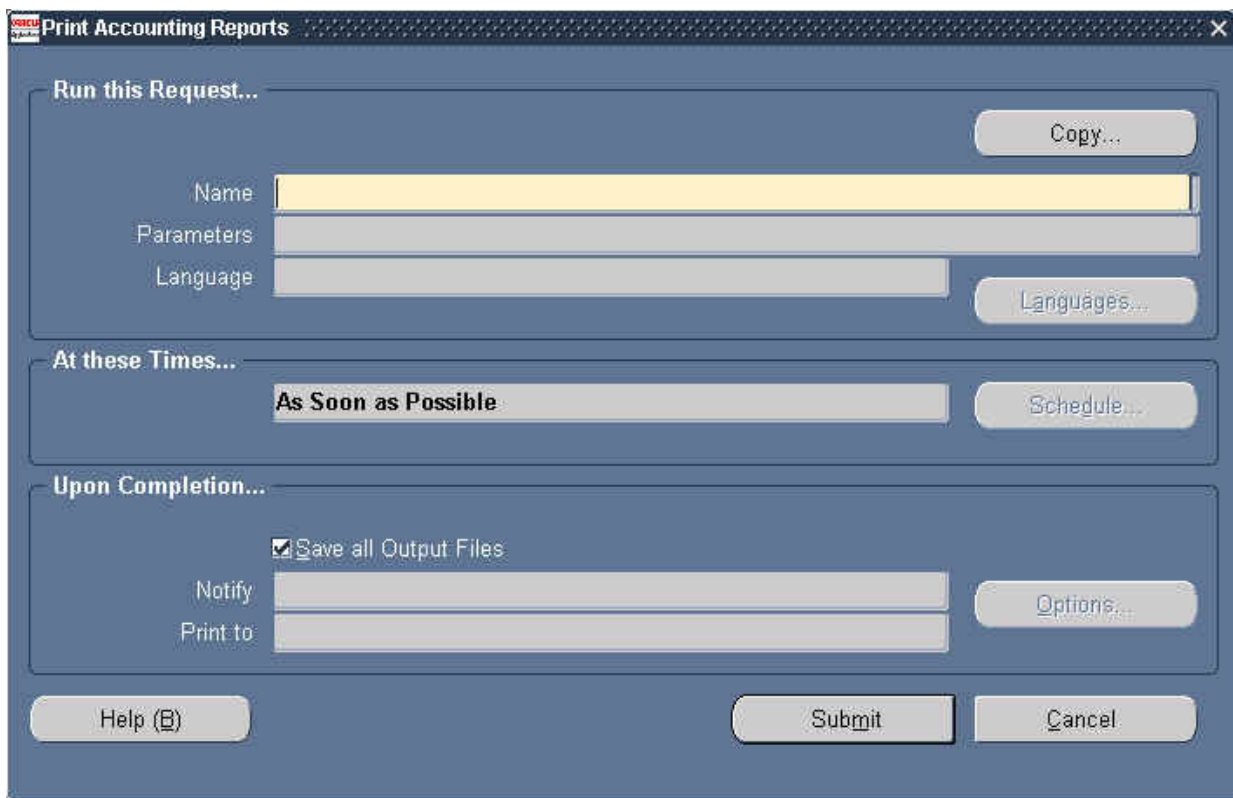
Oracle Public Sector Receivables

N → Reports → Accounting (or Collections, Listing, Other, and View)

Submit a New Request



1. Select Single Request and (B) OK.



**Print Accounting Reports**

Run this Request... Copy...

Name

Parameters

Language  Languages...

At these Times... As Soon as Possible Schedule...

Upon Completion...

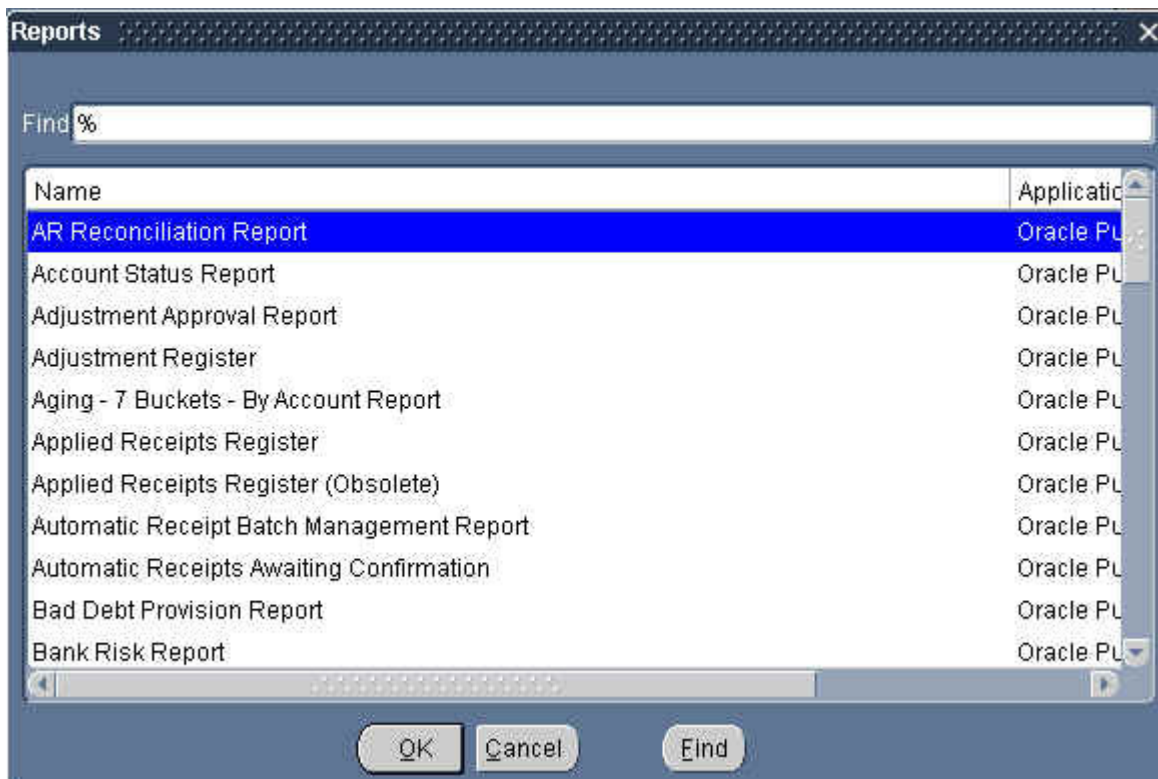
☒ Save all Output Files

Notify

Print to  Options...

Help (B) Submit Cancel

2. In the Name field, select the LOV.



**Reports**

Find %

Name	Application
AR Reconciliation Report	Oracle PU
Account Status Report	Oracle PU
Adjustment Approval Report	Oracle PU
Adjustment Register	Oracle PU
Aging - 7 Buckets - By Account Report	Oracle PU
Applied Receipts Register	Oracle PU
Applied Receipts Register (Obsolete)	Oracle PU
Automatic Receipt Batch Management Report	Oracle PU
Automatic Receipts Awaiting Confirmation	Oracle PU
Bad Debt Provision Report	Oracle PU
Bank Risk Report	Oracle PU

OK Cancel Find

More than 100 standard reports are available from Oracle Receivables. Reports can be generated individually or as part of a report set. The following gives a brief description of some of Accounting Reports that are available.

- Account Status Report: Review customer accounts sorted by account status, including all open debit and credit items and total balance due in the functional currency.
- Bad Debt Provision Report: Review bad debt exposure using a specified percent collectable value.
- Billing History: Review a summarized history of transactions that affect a customer's invoices, debit memos, and chargebacks.
- Billing and Receipt History: Review a detailed history of transactions that affect a customer's invoices, debit memos, and chargebacks.

# Categories of Reports

---

## Categories of Reports

Receivables provides more than 100 standard reports related to:

- Accounting
- Collections
- Process execution
- Invoice printing
- Listings

## Information in Standard Reports

Standard reports provide a range of information about customers and transactions. The following information is frequently included on reports and listings:

- As of Date: Specified by you to select items to be included.
- Currency: Defaults to functional currency, but you can select items by a specific currency.
- Collector: The collector assigned to the account or transaction.
- Days Late: You can select items based on low and high range of days.
- Order By: You can sort items by Customer Name, Range of Dates, Transaction Type and so on.

## Accounting Report Examples

---

### Accounting Report Examples

- Aging Reports
- Applied Receipts Register
- Bad Debt Provision Report
- Remittance Batch Management Report
- Transaction Register

### Report Descriptions

#### Aging Reports

Show open items in “buckets” defined as a range of days past due.

#### Applied Receipts Register

Shows how all receipts were applied to or reversed from customers’ invoices and debit memos. You can specify a range of dates that you want to review.

#### Remittance Batch Management Report

This report provides information on the status of remittance batches.

#### Transaction Register

Provides information on all postable items. Used to balance to Sales Journal.

# Collection Report Examples

---

## Collection Report Examples

- Account Status Report
- Call Actions Report
- Collection Effectiveness Indicators
- Collections Receipt Forecast

## Report Descriptions

### Account Status Report

All open debit items, credit items, and the total balance in functional currency is printed for each customer. Includes subtotals by location.

### Call Actions Report

Detailed listing by customer of actions entered by collectors.

### Collection Effectiveness Indicators

Comprehensive information about customers' payment patterns; Days Sales Outstanding, Net Receivables, Open Receipts, and so on. Runs at period close.

### Collections Receipt Forecast

Forecast based on collectors' estimates of the timing of customer payments. Can be used as input to the cash forecasting process in Oracle.



## Funds Checking Examples

---

### **Funds Checking Examples**

- Funds Available Inquiry

### **Report Descriptions**

#### **Funds Available Inquiry**

On-line inquiry of Funds available by accounting period and roll-up criteria.

# Invoice and Execution Report Examples

---

## Invoice and Execution Report Examples

- AutoInvoice Report
- Lockbox Execution Report
- Invoice Print Preview Report
- Invoices Posted to Suspense Report
- Invoice Print Batch of Invoices

## Report Descriptions

### AutoInvoice Execution Report

Produced every time AutoInvoice runs. Reports on the number and amounts of transactions selected, accepted, and rejected.

### Lockbox Execution Report

Produced every time AutoLockbox runs. Reports on the number of records successfully imported into the interface tables and validated.

### Invoice Print Preview Report

Prints preview version of selected transactions (not only invoices).

### Invoice Print Batch of Invoices

Prints a specified batch of invoices.

## Listings, Tax, and Other Report Example

---

### Listings, Taxes, and Other Reports

- Customer Listing: Detail or Summary
- Standard Memo Lines Listing

### Report Descriptions

#### Customer Listing: Summary or Detail

Provides customer information such as name, address, and site information for customers. Details such as contacts, bank information, and payment methods can also be printed.

#### Standard Memo Lines Listing

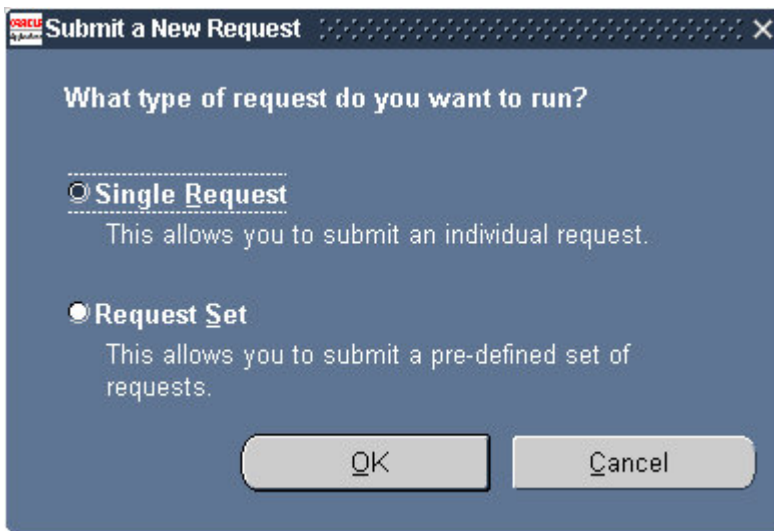
Lists all standard memo lines entered in the Standard Memo Lines window.

## Running Standard Reports and Listings

---

### Submit a New Request

Oracle Public Sector Receivables  
N → Control → Requests → Run  
Submit a New Request



### Reports

Use Oracle Receivables standard reports and listings to analyze and track your accounts receivables information. To run a standard report, listing, or request set, follow these steps:

1. Navigate to the Submit a New Requests window. Select Single Request and (B) OK.

**Submit Request**

**Run this Request...**

Name

Parameters

Language

Copy...

Languages...

**At these Times...**

As Soon as Possible

Schedule...

**Upon Completion...**

☒ Save all Output Files

Notify

Print to

Options...

Help (B) Submit Cancel

2. Enter the name of the report or listing to run, or select it from the list of values.

**Reports**

Find %

Name	Application
AR Reconciliation Report	Oracle PU
Accept Consolidated Billing Invoices	Oracle PU
Account Status Report	Oracle PU
Accounting Rules Listing Report	Oracle PU
Adjustment Approval Report	Oracle PU
Aged Trial Balance - 7 Buckets - By Deduction Assigned-To	Oracle PU
Aged Trial Balance - 7 Buckets - By LOB	Oracle PU
Aging - 4 Buckets Report	Oracle PU
Aging - 7 Buckets - By Account Report	Oracle PU
Aging - 7 Buckets - By Amount Report	Oracle PU
Aging - 7 Buckets - By Collector Report	Oracle PU

OK Cancel Find

3. Enter parameters for running this Request or Request Set.

4. To save the output of this request to a file, check the Save Output checkbox.
5. Specify a schedule and your completion options for this request.
6. Choose (B) Submit.
7. To review the status of your request, navigate to the Request window, and query the report or listing.

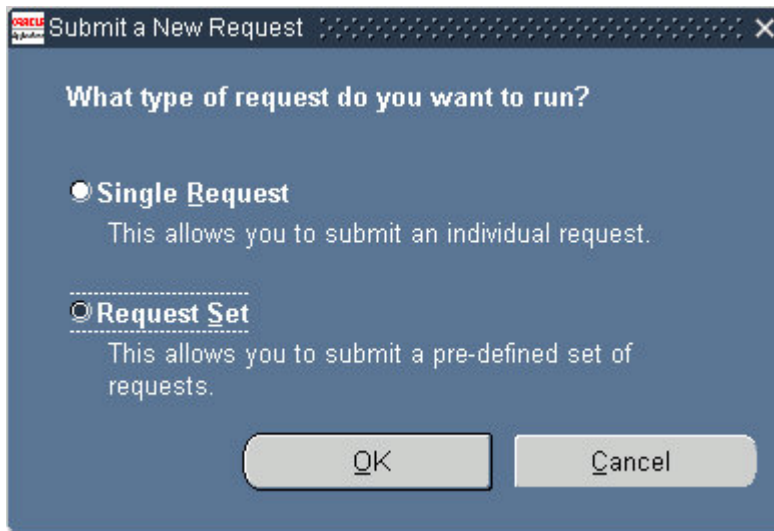
## Printing 1080 or 1081 Invoices

---

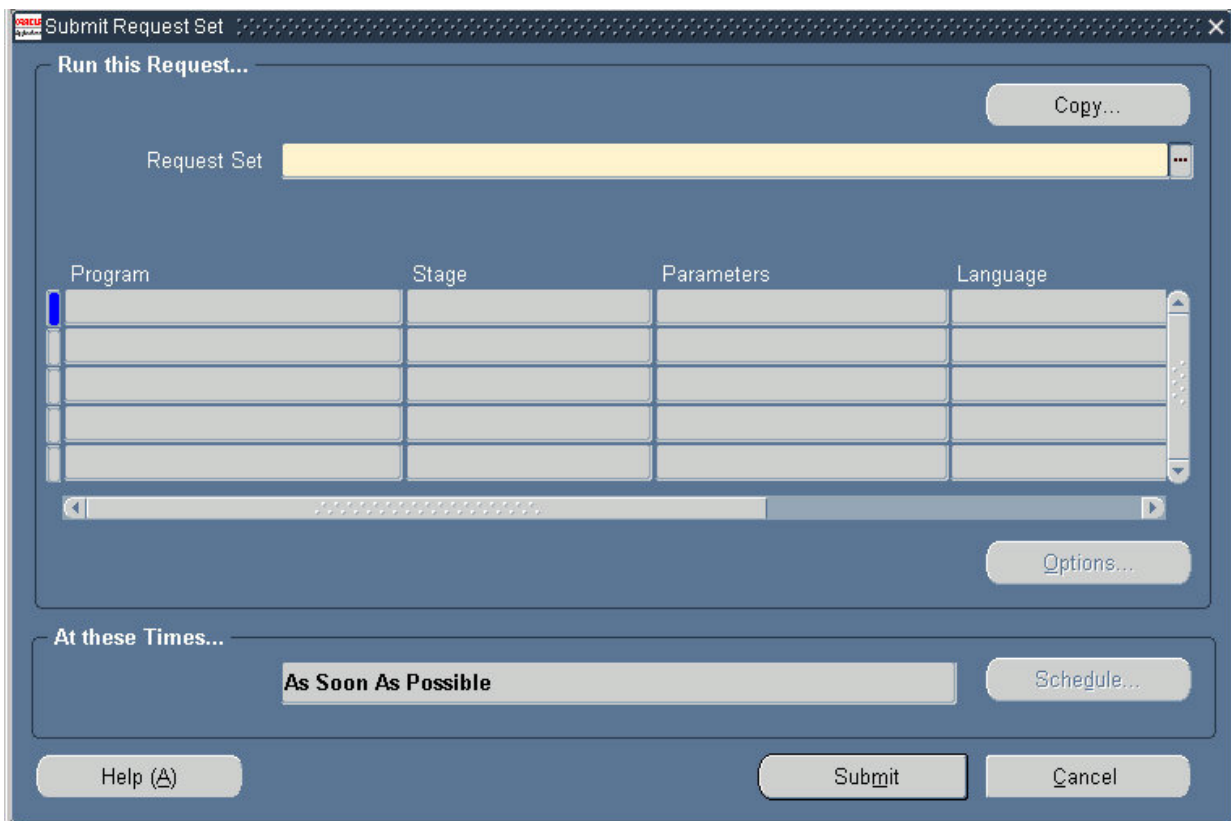
### Submit a New Request

Oracle Federal Administrator  
N → Other → Request → Run  
Submit a New Request

### Invoice Print Selected SF1081



1. Select Request Set and (B) OK.



**Submit Request Set**

Run this Request...

Request Set

Copy...

Program	Stage	Parameters	Language

Options...

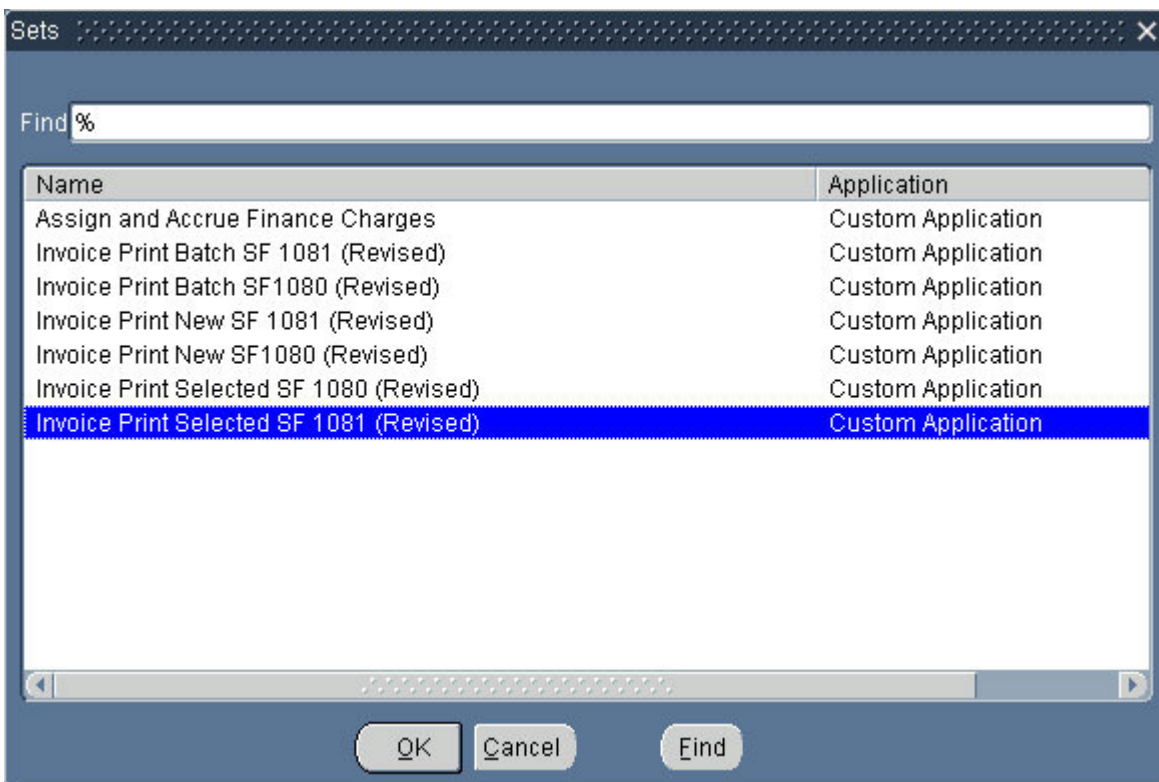
At these Times...

**As Soon As Possible**

Schedule...

Help (A) Submit Cancel

- On the Submit Request screen and in the Request Set field, select Invoice Print Selected SF1081 (revised).



**Sets**

Find %

Name	Application
Assign and Accrue Finance Charges	Custom Application
Invoice Print Batch SF 1081 (Revised)	Custom Application
Invoice Print Batch SF1080 (Revised)	Custom Application
Invoice Print New SF 1081 (Revised)	Custom Application
Invoice Print New SF1080 (Revised)	Custom Application
Invoice Print Selected SF 1080 (Revised)	Custom Application
<b>Invoice Print Selected SF 1081 (Revised)</b>	<b>Custom Application</b>

OK Cancel Find



3. Select the LOV tab.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Order By: Transaction Number
- Batch: (empty)
- Agency Location Code: (empty)
- Prepared By: (empty)
- Approved By: (empty)
- Transaction Class: (empty)
- Transaction Type: (empty)
- Print Date Low: (empty)
- Print Date High: (empty)
- Transaction Number Low: (empty)
- Transaction Number High: (empty)
- Open Invoices Only: Y Yes
- Tel # 1 (999-999-9999): (empty)
- Tel # 2 (999-999-9999): (empty)
- Details of Charges: (empty)
- Print my invoices only: N No

Buttons at the bottom right: OK, Cancel, Clear, Help.

PARAMETERS		
Field Name	Comments	Required?
Order by	LOV contains: Customer, Postal Code, Transaction Number.	Yes
Batch	Batch number is not applicable for this report.	No
Agency Location Code	Defaults in	No
Prepared By	Enter name of person preparing SF1081.	Yes
Approved By	Enter name of person approving SF1081.	Yes
Transaction Class	Transaction Class is not applicable for this report.	No
Transaction Type	Transaction Type is not applicable for this report.	No
Print Date Low	Enter low value for date range.	No
Print Date High	Enter high value for date range.	No
Trans Num Low	Enter low value for transaction range.	No
Trans Num High	Enter high value for transaction range.	No
Open Invoices Only	Defaults to Yes in order to print only open invoices.	Yes
Tel #1 (999-999-9999)	Enter first contact person's phone number in specified format.	Yes
Tel #2 (999-999-9999)	Enter second contact person's phone number in specified format.	Yes
Details of Charges	Defaults in behind the scene from the Invoice Description field.	No
Print My Invoices Only	Defaults in as No. To print only those invoices entered with preparor's ID, select Yes.	Yes

4. Select (B) OK.

**Submit Request Set**

**Run this Request...**

Request Set: **Invoice Print Selected SF 1081 (Revised)**

**Upon Completion...**

Parameters	Language	Save Output	Notify	Print to
Transaction Number::TCAR	American English	<input checked="" type="checkbox"/>		anf2_129_ps
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

**At these Times...**

As Soon As Possible

Buttons: Copy..., Options..., Help (A), Submit, Cancel

5. In the Upon Completion area, select (B) Options.

**Upon Completion...**

☒ Save all Output Files

**Notify the following people:**

Name	For Language

**Print the Output To:**

Style: **Portrait 1080**

Printer	Copies	For Language
anf2_129_ps	1	

Buttons: Help, OK, Cancel

UPON COMPLETION		
Field Name	Comments	Required?
Save all Output Files checkbox	Enable (check) this checkbox so print job or errors can be viewed on-line. Defaults in as Enabled.	Yes
<b>Notify the Following People Area</b>		
Notify the following people	List people who should be notified when this print job is completed.	No
For Language	Defaults to blank field.	Display Only
<b>Print the Output To Area</b>		
Style	Portrait 1080 defaults in from LOV.	Yes
Printer	Select appropriate printer from LOV.	Yes
Copies	Select number of Copies.	Yes
For Language	Defaults to all languages.	Display Only

6. Select (B) OK.
7. Review Submit Request window for accuracy and completeness then select (B) Submit Request to process print request.

Make note of Request ID number to track progress of print request.

Requests					
Refresh Data		Find Requests		Submit a New Request...	
Request ID	Name	Parent	Phase	Status	Parameters
889741	Invoice Print Selected SF		Pending	@Normal	20003, 755
889740	Invoice Print New SF1080	889739	Completed	Normal	11, TRX_NUMBER
889739	DFV1080_NEW (Request S	889736	Completed	Normal	8901, 674, 10722, 889736
889738	SF 1080 Process - DELPH	889737	Completed	Normal	50145, 11, TRX_NUMBER, , 1003, IN
889737	FVX1080L (Request Set S	889736	Completed	Normal	8901, 674, 10721, 889736
889736	Invoice Print New SF1080		Completed	Normal	8901, 674
889735	Invoice Print SF 1081 (Ne	889734	Completed	Normal	TRX_NUMBER, 11, , , , , INV, 1, , ,
889734	Invoice Print New SF 108	889733	Completed	Normal	20003, 754, 10851, 889733
889733	Invoice Print New SF 108		Completed	Normal	20003, 754
889718	Invoice Print Selected SF	889717	Completed	Normal	11, TRX_NUMBER
Hld Request		View Details...		View Output	
Cancel Request		Diagnostics		View Log...	

- If Phase is pending, running or paused, select (B) Refresh Data to refresh the screen so user will know when Phase status has been changed to Completed.
- If Status column has a warning or error in it, use (B) View Details or (B) View Log to resolve problem.

## Invoice Print New SF1080

- Using the same navigation path as the previous report, select Invoice Print New SF1080 (revised) from the LOV.

Sets

Find %

Name	Application
Assign and Accrue Finance Charges	Custom Application
Invoice Print Batch SF 1081 (Revised)	Custom Application
Invoice Print Batch SF1080 (Revised)	Custom Application
Invoice Print New SF 1081 (Revised)	Custom Application
Invoice Print New SF1080 (Revised)	Custom Application
Invoice Print Selected SF 1080 (Revised)	Custom Application
Invoice Print Selected SF 1081 (Revised)	Custom Application

Find OK Cancel

Parameters

Order By **Transaction Number**

Batch

Transaction Class

Transaction Type

Transaction Number Low

Transaction Number High

Print Date Low

Print Date High

Customer

Open Invoices Only ☒ Yes

Office Charged

Print my Invoices Only ☒ No

OK Cancel Clear Help

PARAMETERS		
Field Name	Comments	Required?
Order By	Defaults as Transaction Number.	Yes
Batch	Batch number is not applicable for this report.	No
Transaction Class	Not applicable for this report.	No
Transaction Type	Not applicable for this report.	No

Transaction Number Low	A low value for the transaction number is not required for the <i>new</i> report.	No
Transaction Number High	A high value for the transaction number is not required for the <i>new</i> report.	No
Print Date Low	A low value for date range is not required for the <i>new</i> report.	No
Print Date High	A high value for date range is not required for the <i>new</i> report.	No
Customer	Select customer from LOV.	No
Open Invoices Only	Defaults to Yes in order to print only open invoices.	Yes
Office Charged	Office Charged is not applicable for this report.	No
Print My Invoices Only	Defaults in as No. To print only those invoices entered with preparor's ID, select Yes.	Yes

2. Select (B) OK.
3. In the Submit Request Set window, select (B) Options
4. Using the grid below, enter the information in the Upon Completion window and then select (B) OK.

UPON COMPLETION		
Field Name	Comments	Required?
Save all Output Files checkbox	Enable (check) this checkbox so print job or errors can be viewed on-line. Defaults in as Enabled.	Yes
Notify the Following People Area		
Notify the following people	List people who should be notified when this print job is completed.	No
For Language	Defaults to blank field.	Display Only
Print the Output To Area		
Style	Select Portrait 1080 from LOV.	Yes
Printer	Select appropriate printer from LOV.	Yes
Copies	Always leave the first line of a request set at 0 copies. Otherwise, the Request will complete with an error. Change the number of copies on the second line of the request set.	Yes
For Language	Defaults to all languages.	Display Only

5. Review Submit Request Window for accuracy and then select (B) Submit.

Make note of Request ID number to track progress of print request.

## Reports

In addition to the Standard Request Submission windows, Oracle Receivables provides report-specific windows to submit certain reports and programs. These windows automatically run a report or a program as a concurrent process when you choose a specific button or save your work in the window. The Print Invoices window is an example of a window that submits the specific concurrent program to print customer invoices when you click the Submit button.

Standard request submission is a feature that works with concurrent processing to provide a common interface for running your Oracle Applications reports and programs. SRS also provides a window for running reports and programs and a window for creating groups of reports and programs to run together. With these windows, you have control over the submission and output of your reports and programs.

## Overview of Standard Reports

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### **Account Status Report**

Use this report to review your customer accounts. For each customer in your Account Status report, Receivables prints all open debit items, credit items, and total balance due in your functional currency.

### **Accounting Rules Listing Report**

Use the Accounting Rules Listing Report to review all accounting rules you entered in the Invoice and Accounting Rules window. Receivables prints all information you entered for each accounting rule and about the two invoicing rules that it provides, Advance Invoice and Arrears Invoice.

### **Adjustment Approval Report**

Use the Adjustment Approval Report to see your transaction adjustments with information about their status, creator, reasons, GL date and amount. Adjustments include manual adjustments, AutoAdjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

### **Adjustment Register**

Use the Adjustment Register to review approved adjustments. Adjustments include manual adjustments, automatic adjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.



## Overview of Standard Reports

---

### **Aging - 4 and 7 Bucket Reports**

Use the Receivables Aging - 4 Bucket and the Aging - 7 Bucket reports to review information about your open items within either four or seven aging buckets. These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see credit memos, on-account credits, unidentified payments, and on-account and unapplied cash amounts.

Aging reports show detail and summary information about open items. The aging reports will be sorted by company with each item allocated to a company.

Aging can show open credits in either summarized or aged format. Both these formats will only report open credits for the company to which they were entered.

Note that if you have created overlapping aging buckets, transactions might be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total outstanding amount.

## Overview of Standard Reports

---

### Aging Reports

Use Aging reports to review information about your open items. These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see on-account credits, and on-account and unapplied cash amounts.

Receivables lets you review information about your open items by providing the following aging reports:

- Aging - By Account
- Aging - By Amount
- Aging - By Collector

### Applied Receipts Register

Use this report to review all activity of a receipt. You can review how your customers' receipts were applied to invoices and debit memos or reversed from invoices and debit memos.

Receivables lets you specify the application date range so you can see the exact information you require. The Applied Receipts Register prints all applications within the date range that you specify regardless of check date.

## Overview of Standard Reports

---

### **AutoInvoice Reports**

Use the AutoInvoice Execution report to review the results of your AutoInvoice request. This report lists summary information telling you how many revenue and credit transactions are selected, accepted, and rejected for each currency. The AutoInvoice Execution report also shows the total invoice amount for each transaction type for all transactions processed. AutoInvoice automatically produces this report each time you run AutoInvoice.

Use this report to match Receivables revenue and credit transaction counts to those from your other financial systems. You can also use the AutoInvoice Execution report to reconcile with other Receivables reports, such as the Transaction Register.

Use the AutoInvoice Validation report to review lines that have failed different phases of validation and the error messages associated with these lines. Receivables only generates this report when you run AutoInvoice and have lines that fail validation. To review records that were successfully imported, use the AutoInvoice Processing report.

## Overview of Standard Reports

---

### **Billing and Receipt History**

Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

### **Billing History Report**

Use this report to review a summarized history of transactions that affect your customer's invoices, commitments, debit memos, chargebacks, and on-account credits.

This report includes the original transaction amount, the current balance due, the sum of all payments applied to this debit item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with each item for you.

Use the Billing and Receipt History report to review a list of transactions that affect each item.

### **Call Actions Report**

Use this report to see a detailed list of actions that were entered by your collectors in the Customer Calls window. You can review the transactions that require further action as a result of your calls.

## Overview of Standard Reports

---

### **Collection Effectiveness Indicators**

Use this report to monitor your customers' overall payment patterns and see debit item information categorized by the split amount you entered in the Miscellaneous region of the System Options window. Receivables automatically runs this report when you close an accounting period.

If you calculate collections effectiveness for a closed period, and the value you specify for the Report Date option for this report is either on or after the end date of this period, Receivables stores the results. You can display these results the next time you run the report.

Receivables converts all foreign currency receipt and debit items into your functional currency for this report.

Receivables stores the information it generates for this report, and then displays it in the subsequent period's report as prior period information.

### **Collection Key Indicators Report**

Use this report to review and manage your collectors productivity. Receivables gives you a percentage breakdown of call topics and responses for each of your collectors within the date range that you specify.

This report contains three sections. The first section of this report contains information about the number of customer calls made by each collector. The second section contains information about your customer responses. The third section contains information about the outcome of your collectors calls.

## Overview of Standard Reports

---

### **Collections by Collector Report**

Use this report to review payment applications that each collector helped to collect. You also use this report to see which debit items are fully paid to determine how effective your collectors are at collecting customer payments. Receivables automatically sorts your information by collector and prints a line for each payment received within the cash collection date range that you specify.

### **Collections Receipt Forecast Report**

Use this report to review your collector's estimates of how much cash they expect to receive as entered in the Customer Calls window. Receivables prints forecasting information for your invoices, debit memos, and chargebacks, along with any notes your collectors record during the call. This report is printed by currency and provides currency totals.

### **Collector Call History Report**

This report gives you collector call information for the call date range that you specify. You can also specify a range of invoice numbers, collectors, and customers to include in your report. Leave a field blank if you do not want to limit the content of your report (for example, to include information for all customers, leave the Customer Name parameter blank).

### **Collector's Follow-Up Report**

Use this report to review a list of items that require your collectors to perform collection follow-up actions. You can use this report as a follow-up to-do list. This report enables you to quickly follow-up on open issues regarding debit memos, invoices, and chargebacks. You enter follow-up dates and actions in the Customer Calls window.

## Overview of Standard Reports

---

### **Consolidated Billing Invoices**

Use the Print Consolidated Billing Invoices window to:

- Print new (final) consolidated billing invoices
- Print draft consolidated billing invoices and accept or reject them
- Reprint draft or final consolidated billing invoices

When reprinting consolidated billing invoices, you can select either summary or detail format, regardless of how the customer's profile class is set up.

### **Customer Credit Snapshot Report**

Use this report to see an overview of your customer's credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

### **Customer Follow-Up History Report**

Use this report to review a history of collection calls for each customer and see what further action to take as a result of a previous call. You can view the call topics, promise dates, and collector comments for follow-up calls for the date range you specify. Use the Payment Promises report to see what your customers promised in more detail.

### **Customer Interface Transfer Report**

Receivables generates the Customer Interface Transfer report each time you run Customer Interface. This report lists the number of records imported into each table and records specific error messages describing any problems. If a record in the interface tables has several problems, the Customer Interface Transfer report displays multiple error messages to help you fix all of the problems in one step. You can then interface the records successfully the next time you run Customer Interface.

## Overview of Standard Reports

---

### **Customer Listing Detail and Summary Reports**

Use the Customer Listing Detail report to review detail customer information entered for each customer.

Use the Customer Listing Summary report to review summary information about your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

### **Customer Profiles Report**

Use this report to review customer profile information assigned to each customer or customer site. You can also review any changes made to your existing customer profiles in the Customer Profile Classes window.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

### **Customer Relationships Listing**

This report lets you review all customer relationships that are defined. It includes the name and number of the primary and related customers, whether the relationship is reciprocal, and any comments. The report lists all active relationships, followed by the inactive ones.

### **Deposited Cash Report: Applied Detail/Open Detail Reports**

Use these reports to view your daily cash activity and reconcile Receivables with your bank statement. The Applied Detail report lists all applied amounts, unapplied amounts, and applied miscellaneous cash. The Open Detail report lists the total applied, unapplied, NSF, and on-account amount for each deposit date. Receivables prints information based on the deposit date you enter in the QuickCash and Receipts windows.



## Overview of Standard Reports

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### **Disputed Invoice Report**

Use this report to review all disputed invoices, debit memos, and chargebacks. Receivables prints information for each disputed debit item and displays totals in the entered currency. You can also review the collector name and any comments included with each debit item. You can place items in dispute or remove dispute status in the Customer Calls and Transaction windows.

### **Dunning History Report**

Use the Dunning History report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

Use the Submit Requests window to run the Dunning History report.

### **Dunning Letter Generate**

Use Dunning Letter Print to print your dunning letters. Receivables provides a default dunning letter set named Standard which includes dunning letters Standard 1 - 3. Use the Dunning Letters - Preliminary report to see a list of customers that will be included in your next dunning cycle.

### **Dunning Letters: Preliminary Report**

Use the Dunning Letter - Preliminary report to print a report of customers that you are including in your next dunning.

This report lets you view the details of all invoices, debit memos, and chargebacks you are dunning, such as customer name, bill-to address, debit item number, transaction type, purchase order, creation date, due date, days past due, amount, and balance due.

## Overview of Standard Reports

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This report associates the payment transactions with the customer's locations. Run this report from the Submit Request window by entering Dunning Letters - Preliminary in the Request Name field.

### **Duplicate Customer Report**

Use the Duplicate Customer Report to highlight possible duplicate customers. The Duplicate Customer Report lists the company or agency name, address, location, city, state, postal code, and country. Receivables groups possible duplicate customer information together for you to review. Use this information to consolidate duplicated customer information.

### **Funds Available Inquiry**

Use this inquiry to inquire funds available by budget, accounting period and Roll-up criteria. Levels of information returned is based on the level of fund segments entered.

### **Incomplete Invoices Report**

Use this report to review all of your incomplete invoices, debit memos, credit memos, and on-account credits. Incomplete invoices do not update your open receivables balance nor do they display on your agings. Use the Transactions window to complete your invoice or debit memo once you update them. For credit memos and on-account credits, use the Credit Memos window.

### **Inter-Company Invoice Report**

Before you transfer transactions to your general ledger, use the Inter-Company Invoice report to see a list of all transactions whose receivables and revenue accounts have different Fund segments.

## Overview of Standard Reports

---

### **Inter-Company Receipts Report**

Use this report to review payments that were sent from one Fund and applied to another Fund, but have not yet posted. Before you post these receipts, review this report, then correct any errors in the transactions.

The totals for companies with inter-company transactions are inflated or deflated by the total amount of the inter-company transactions.

Each payment appears in two company reports: As a credit item in the company that received the cash payment, and as a debit item in the company that owns the invoice.

### **Invoice Exception Report**

Use this report to help you match your revenue accounts to your accounts receivable. Receivables lists all transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display in your agings.

The report will be sorted by company with each invoice allocated to a company via its receivables account. An invoice is associated to a receivables account by its transaction type.

### **Invoice Print Preview Report**

Use this report to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, and on-account credits that will print if you specify these report parameters. You can submit this report from either the Print Invoices or the Submit Requests window.

## Overview of Standard Reports

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### Journal Entries Report

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable sub-ledger with the Oracle General Ledger. Using this report you can review the details that make up your general ledger journal entries.

### Key Indicators: Daily Summary and Summary Reports

Use the Key Indicators - Daily Summary report to compare current invoice and credit memo activity to a prior period. You can review the current period totals, prior period totals, and the percent change from prior period to current period. When you enter the current period and prior period range, Receivables prints the count and amount of invoices entered through AutoInvoice, invoices entered manually, standard credit memos, and on-account credit memos entered.

### Lockbox Execution Report

Receivables automatically generates the Lockbox Execution report each time you run AutoLockbox.

Receivables generates the Import section when you submit the import step of AutoLockbox. Receivables prints a line at the end of the Import section informing you of any rejected or discarded files.

Receivables generates the Validation section when you submit the validation step of AutoLockbox. Use this section of the Lockbox Processing Report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

Receivables displays the lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

Lockbox automatically transfers all receipt records that have a Success status to the QuickCash tables. If you set the Allow Partial Applications check box to Yes in the Submit Lockbox Processing window.

Lockbox also transfers records that do not have a Success status, but will not be able to apply them. Receivables lists all errors and their definitions by error number to help you identify the reason a record failed validation.

## Miscellaneous Transactions Report

Use this report to review your miscellaneous receipts activity. You enter your non- invoice related receipts such as investment income, interest income, refunds, and revenue from stock sales as miscellaneous transactions in the Transactions window. Receivables prints deposit date, batch information, receipt information, code combination, and the percent allocated to each account for each receipt.

## Overview of Standard Reports

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### **Notes Receivable Report**

The Notes Receivable Report lets you view general information about your notes receivable.

The Notes Receivable report does not include notes that have a status of Returned, Delinquent, or Repurchased.

### **Ordering and Grouping Rules Listing**

Use this report to review the Ordering and Grouping rules you created in the Grouping Rules and the Invoice Line Ordering Rules windows. AutoInvoice uses these rules for ordering lines and grouping transactions when creating transactions.

### **Other Applications Report**

Use this report to review all invoices against guarantees, invoices against deposits, and credit memos against invoices, guarantees, and deposits.

### **Past Due Invoice Report**

Use this report to view information about your customer's past due invoices, debit memos, deposits, chargebacks, and guarantees.

### **Payment Terms Listing**

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

### **Post QuickCash Execution Report**

Receivables automatically generates this report each time you submit Post QuickCash or AutoLockbox. The report is printed in two sections. The first section contains detailed payment information for each receipt. The second section contains summary information for the receipt batch.

## Overview of Standard Reports

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### **Receipt Analysis - Days Late Report**

Use this report to review your customer receipts. You can easily see which customers are constantly past due with their receipts. This report provides details of each receipt by customer, including the receipt number, amount paid, and days late. Receivables also calculates the weighted average days late for each customer so you can see how costly the late receipts are to your company.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information in this report using the value of the Alternate Name field in the Customers window.

### **Receipt Journal Report**

Use this report to review details of receipts that appear in your Journal Entries report. The Journal Entries report shows the receipt numbers that contribute to a particular GL account. Use the receipt number to view the detailed information on the Receipt Journal report.

### **Receipt Promises Report**

Use this report to review collector call information for invoices, debit memos, and chargebacks with promise dates and promise amounts entered through the Customer Calls window. You can easily see what commitments your customers made and decide what follow-up action to take.

You can submit this report from either the Print Collection Reports or the Submit Request windows.

## Overview of Standard Reports

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### **Receipt Register**

Use this report to review a list of receipts for the date range that you specify.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

### **Receipts Without Sites Report**

Use this report to review all receipts that do not have an address assigned to them. The address is required to determine on which bill-to site's statement the receipt should appear.

### **Receivables Key Indicators: Daily and Summary Reports**

Use the Receivables Key Indicators - Daily report to view summary information for a specific accounting period and compare it to another period. You can compare your current period to any prior period.

Receivables summarizes all of your transactions for the two periods so you can spot, track, and take action on developing trends.

These reports let you view changes in your receivables activity or measure your employees performance and productivity.

### **Report on Receivables Due from Public**

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, non-credit receivable and footnotes (Schedule 9).

(Currently not available).



## Overview of Standard Reports

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### **Revenue Recognition Program Execution Report**

Use the Revenue Recognition Execution report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules.

Receivables automatically creates the Revenue Recognition Execution report when you run the Revenue Recognition program and when you run the GL Transfer Program.

### **Reversed Notes Receivable Report**

The Reversed Notes Receivable report lets you view information about your reversed notes receivable.

### **Reversed Receipts Report**

Use this report to review receipt reversals. You reverse receipts when your customer stops the payment or when your payment comes from an account with non-sufficient funds.

The first section of the report contains receipts you reversed by reopening the items. The second section contains receipts you reversed by creating a debit memo.

### **Sales Journal by Customer**

Use this report to review all transactions. The summary totals for the sales journal are by posting status, company, and transaction currency.

## Overview of Standard Reports

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### **Sales Journal by GL Account**

Use the Sales Journal by GL Account to reconcile with your Transaction Register. You also use the Sales Journal by GL Account when you balance your accounts receivable aging to your general ledger.

To match both foreign and functional currency amounts to your general ledger, run your Sales Journal by currency. If you want to preview your post to see if your debits match your credits, run the Sales Journal with a posting status of Unposted.

### **Sample Dunning Letter Print**

Use the Sample Dunning Letter Print to review a copy of your dunning letters. You can print one of the Standard or User dunning letters that Receivables provides, or your custom dunning letters.

### **Standard Memo Lines Listing**

Use this listing to review all standard memo lines you entered in the Standard Memo Lines window. You can enter standard memo lines for charges, freight, line, and tax. Receivables displays all information you entered for each standard memo line.

### **Status of Funds Report**

The Status of Funds report is used by federal agencies to monitor fund performance and analyze budgeting versus spending.

## Overview of Standard Reports

---

### **Supplier Customer Netting Report**

This report displays the net balance in Oracle Payables and Oracle Receivables for any vendors and customers who have the same name, NIF code, or VAT registration.

The Supplier Customer Netting report shows a transaction listing and total balance for Receivables and Payables where the transactions are in the selected currency and for the selected range of customers or vendors. The report calculates a net amount owed where a customer and vendor exist with exactly the same name. This amount is calculated as receivables minus payables.

(Temporarily unavailable)

### **Transaction Batch Sources Listing**

Use this listing to review all batch sources that you defined in the Transaction Sources window.

### **Transaction Detail Report**

Use this report to review all of the information you entered for your invoices, credit memos, debit memos, chargebacks, guarantees, and deposits.

### **Transaction Reconciliation Report**

Use this report to identify the General Ledger journal entry lines imported from specific transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator.

This report totals the debits and credits for each transaction, customer, and customer site.

## Overview of Standard Reports

---

### Transaction Register

Use the Transaction Register to check that all postable items are reflected in your Sales Journal. Use the following formula to ensure that the Transaction Register matches your Sales Journal:

$$\text{Transaction Register (postable items)} + 2 \text{ (credit memo total)} = \text{Sales Journal (debits + credits)}$$

You must adjust the Transaction Register total for any credits because they are negative in the Transaction Register and positive in the Sales Journal. Receivables groups and prints transactions by company, currency, and postable status.

You also use the Transaction Register when you balance your revenue accounts to your accounts receivable aging. Use the following formula to ensure that your revenue accounts match your accounts receivable:

$$\text{This month's aging} = \text{Last month's aging} + \text{Transaction Register} - \text{Adjustment Register total} - \text{Invoice Exception Report total} - \text{Payments}$$

You must use the Invoice Exception Report to adjust the Transaction Register for any transactions that do not show up on your agings. You also must use the Adjustment Register to adjust for amounts applied to commitments because the Transaction Register displays both the commitment amount and the applied amount and the agings only show the commitment amount.

### Transaction Types Listing

Use this report to review the standard transaction types you entered in the Transaction Types window.

## Overview of Standard Reports

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### **Unapplied Receipts Register**

Use the Unapplied Receipts Register to review detailed information about your customers on-account and unapplied payments for the date range that you specify. You can use this report to determine how much your customer owes after taking into account all on-account and unapplied amounts. Receivables displays information about your on-account or unapplied payment such as GL date, batch source, batch name, payment method, payment number, payment date, on-account amount, and unapplied amount.

### **Unposted Items Report**

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. The General Ledger Interface Program automatically generates this report if there are items that you attempt to transfer to your general ledger that are out of balance.

In this case, Receivables prints a reminder on the Posting Execution Report to check your log file for out of balance items.

### **Update Customer Profiles Report**

Receivables automatically generates this report when you select either Update All Profiles or Update All Uncustomized Profiles when saving changes in the Customer Profile Classes window. Receivables does not generate this report if you select Do Not Update Existing Profiles.

## Summary

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### Summary

Use standard reports and listings to review information about:

- Customer accounts
- Transactions: debit and credit items
- Receipts and remittances
- Receivables quality
- Collection activities

# **Reconciling and Completing the Receivables Process**

## **Chapter 7**

## Reconciling and Completing the Receivables Process

---

### Section Objectives

At the end of this section, you should be able to:

- Discuss the basic concepts of Reporting, Reconciling, and Completing the Receivables Process within Receivables.



## Running the GL Interface Program

### Run General Ledger Interface

Oracle Public Sector Receivables

N → Interfaces → General Ledger

Run General Ledger Interface

Run General Ledger Interface

Posting Detail: Detail

GL Posted Date: 25-JUL-2001

GL Dates: [ ] - [ ]

Run Journal Import: Yes

Request Id: [ ]

Submit

RUN GENERAL LEDGER INTERFACE		
Field Name	Comments	Required?
Posting Detail	Choose a Posting Detail of Detail. If you transfer transactions in detail, the General Ledger Journal Import Program creates at least one journal entry for each transaction in your posting submission. <b>Note:</b> Always choose Detail. If you choose a Posting Detail of Summary, the SF-224 will not update properly.	Yes
GL Posted Date	Enter the GL Posted Date for this submission. The default is the current date, but you can change it. Receivables updates all of the posted transactions that you transfer to your general ledger or the general ledger interface area with the GL posted date you enter.	Yes
GL Dates	Enter the range of GL Dates for your submission. The dates must be within both an open receivables period and an open or future General Ledger period. When you enter a start date, the default GL end date is the last day of the period that you entered for the GL start date.	Yes
Run Journal Import	Choose whether to Run Journal Import. If you choose Yes, Receivables creates journal batches in your general ledger when your posting submission has completed. If you enter No, Receivables creates batches of your transaction records in the journal import interface area. The default is the value you entered for the Automatic	Yes

	Journal Import option in the System Options window. <b>Note:</b> If you are using Oracle General Ledger, use the General Ledger Journal Import program to transfer these records from the journal import interface area into your general ledger as batches of journal entries. Use the Journal Entries Report to review either summary or detailed information about the transactions which make up your general ledger journal entries.	
Request Id	When you save your work, Receivables displays the Request ID number for your concurrent process. Use this number to view the status of your request in the Requests window. Receivables also creates the Posting Execution Report. Use this report to see a summary of transactions that are imported into the GL_INTERFACE table. Transactions that failed validation appear in the Unposted Items Report.	Display only

## Run General Ledger Interface

Run the GL Interface program to create detailed or summarized journal batches and transfer receivables transactions to your general ledger. You can determine which transactions to transfer by specifying an Oracle General Ledger date range. You can transfer transactions to your general ledger as often as you like within an accounting period.

Oracle Receivables creates journal batches when you transfer your receivables transactions using the Run Oracle General Ledger Interface window and open the Oracle General Ledger Journal Import program. You must post these batches in your general ledger before your general ledger accounts are updated.

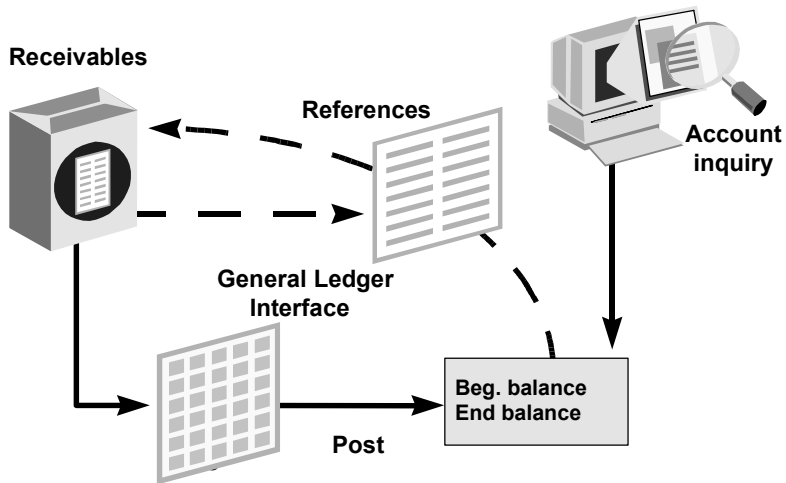
If you have Oracle General Ledger installed, you can run Journal Import to create journal entries to post to your general ledger. If you don't have Oracle General Ledger installed, you can use your feeder system to import data from the GL\_INTERFACE table.

When you run GL Interface, Oracle Receivables transfers transaction data into the GL\_INTERFACE table and generates the Posting Execution Report.

## Reviewing Receivables Detail

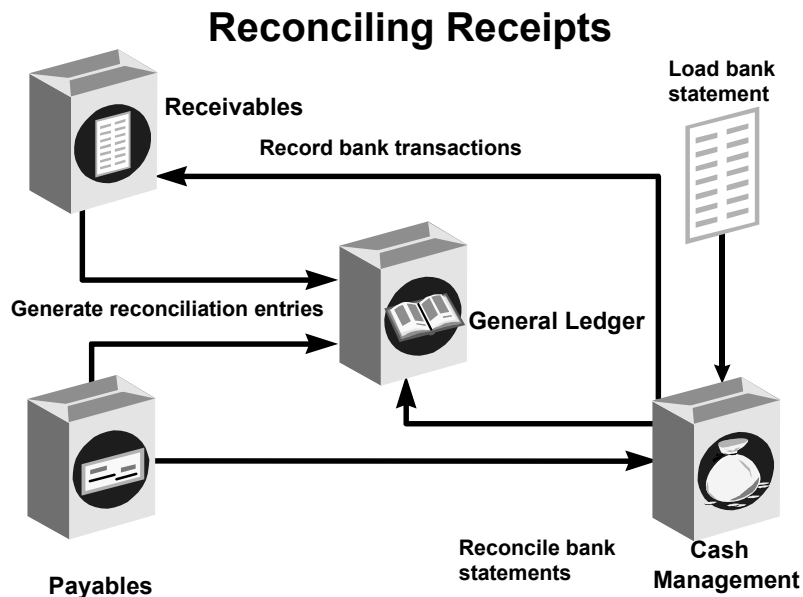
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### Reviewing Receivables Detail



## Reconciling Receipts

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## Reports for Reconciliation

Receivables provides two reports that help reconcile receipts: the Receipt Journal and the Receipt Register reports.

Other standard Receivables reports that can be used to reconcile receivables activity include:

- Transaction Register
- Journal Entries
- Sales Journal by GL Account
- Sales Journal by Customer
- Aging - 7 Buckets by Account Report
- Invoice Exception Report
- Applied and Unapplied Receipts Registers
- Adjustment Register

## Posting Reports

---

### Posting Execution Report

Selected headings

- Batch Name

Your batch name, module, and request ID

- Period Name

Your current posting period name

### General Ledger Transfer Program

Selected headings

- Currency Code
- Category Posted
- Entered Debits
- Entered Credits
- Accounted Debits
- Accounted Credits

### Journal Import Execution Report

Selected Headings

- Source Name
- Group ID
- Status
- Warning Batch Name
- Error Code (if applicable)

These automatically generated reports provide a summary of transactions by category and currency in the entries to your general ledger. The sum of the entries should equal the sum of the categories of transactions included in these reports.

If there are unposted items in the specified general ledger date range that are out of balance, Receivables prints the Receivables Unposted Items Report and does not transfer these items to your general ledger.

Receivables prints the Unposted Items Report if you have items that you could not successfully transfer to your general ledger that are in the general ledger date range you specify.

# **Course Summary**

## **Chapter 8**

## Course Summary

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### **Section Objectives**

At the end of this section, you should be able to:

- Discuss the concepts covered in this course.



# Course Summary

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## Course Summary

In this course, you have been shown how to manage customers by:

- Entering customers
- Merging customers
- Querying customer information

In this course, you have been shown how to enter and process transactions by:

- Entering basic invoices
- Entering transaction adjustments
- Adjusting or writing off transactions
- Accruing, waiving and assigning finance charges
- Using AutoInvoicing
- Printing transactions and generating statements

## Course Summary

---

In this course, you have been shown how to enter and apply receipts by:

- Entering manual receipts
- Reporting on receipts

In this course, you have learned how to:

- Collect accounts receivable by:
  - Setting up collection default structures
  - Recording call information
  - Processing adjustments
- Report and perform reconciliation and audit by:
  - Reconciling receipts with cash management
  - Reviewing detail and summary customer accounts
  - Transferring information to General Ledger